Yale Li. Applicant

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May 21, 2021

<Name of Employer like James Smith>

<Role for example: Director, Human Resources>

<Company Name like BC Labs>

<Address like : 123 Business Rd.

Business City, CA 54321>

Dear Ms. Smith,

I am writing to apply for the scientific research summer internship position that was listed in the Anytown University Career Services Office. I believe my experience make me an ideal candidate.

I am currently enrolled in joint honors Computer Science and Mathematics, I have good understanding on data analysis, software development and strong computer skills.

I have also had broad hand-on experience on various software development aspects including Java development on backend/frontend and testing, web application development using HTML5, JavaScript and CSS, Python for data analysis, machine learning and plotting charts. I would like to find an opportunity to utilize my skills and improve myself better and I know my previous experience make me a prime candidate for this.

I believe that I would be an asset to your program. This internship would provide me with the ideal opportunity to assist your organization and to expand knowledge and skills.

I will call next week to see if you agree that my qualifications seem to be a match for the position. If so, I hope to schedule an interview at a mutually convenient time. I look forward to speaking with you.

Thank you for your consideration.

Sincerely,

Yale Li. Applicant