

September 13, 2018

Benny Feng
Stony Brook University
50-16 244th St. Little Neck, NY 11362
benny.feng@stonybrook.edu

Dear Hiring Manager,

My name is Benny and I am currently a Junior at Stony Brook University, and my major is Computer Science. I saw that you were looking for candidates for your company at my school job fair. I am highly interested in becoming a software development intern for your company because I would be an excellent addition to your company.

I understand that many companies are looking for a candidate with excellent oral communication skills. During my freshman year at Stony Brook University, I was a senator for my hall council. This position required me to attend weekly meetings where I had to represent my hall council among the other resident hall councils of the university. My primary duty was to assure that ample funding was given to our hall council by orally giving explanations as to why such funds were needed, and how they were going to be used. I also had to relay information from these meetings back to our hall councils verbally.

Apart from hall council, last semester I also had to work on campus and complete my 4th semester of college. I had to manage my time appropriately if I was to get everything done well and on time. In my job, I was responsible for making sure that the campus was safe by patrolling the resident buildings and making sure that no suspicious activities were happening on campus. Apart from my job, I also had to maintain my status as a Student by attending lectures everyday, even in inclement weather. I studied and worked hard every day, and I made sure that I had enough time to work, sleep, and keep up with my social life. I ended that semester with an overall GPA of 3.98.

I believe that I have the right attitude and diligence to become a member of your team. Thank you for taking the time to look over my application and consider me as a candidate. I look forward to following up on this meeting.

Sincerely,

Benny Feng