

December 30, 2020

Leonardo Electronics US Inc
7775 N Casa Grande Hy
Tucson, AZ, 85743

Dear Hiring Manager,

I am writing this letter to apply for a 2021 internship position (ID: 1192). I believe that I would make a great intern at Leonardo Electronics as I have developed a passion for electronics during my time at university. For the past 1.5 years I have focused most of my extracurriculars on electronics projects, and I became the Avionics Lead of Sun Devil Rocketry this year. As a result of my efforts focusing on electronics within an organization dominated by propulsion engineers, I have made numerous invaluable contributions to our projects that make our systems safer and more affordable. I have overseen the development of an avionics system as it has evolved from a simple set of manual switches and transducers to a fully automated actuation system. Additionally, through my experience I have developed strong interpersonal skills that I believe will make me a great future employee. The following are a few illustrative examples:

- **Leadership:** As Avionics Lead, I have been responsible for managing a team of five students within the liquid propulsion team. My responsibilities have included task delegation, scheduling and conducting weekly meetings, providing updates during general meetings, and mentoring. I have used my experience to help new members get up to speed with the project, create a comfortable work environment, and to delegate work in accordance with each member's individual interests.
- **Communication:** Given that the focus of Sun Devil Rocketry is propulsion, only a few of my team members have technical experience with electronics. As a result, I have had to focus on my communication skills to accurately and succinctly convey my ideas and work to my team members. Additionally, I work with students of all levels of technical experience, so I have learned to cater my presentation in accordance with my audience.
- **Time Management:** Given that Sun Devil Rocketry is a student-led organization, I have to be motivated to make time for projects each week. With a busy school schedule, this has forced me to become effective at time management. I have learned to plan my workload for efficiency, and to set aside time each week for my projects.

Thank you for taking the time to consider my application, I look forward to hearing from you. Please feel free to contact me by phone at 404-430-1346, or by email at cacost12@asu.edu.

Sincerely,
Colton Acosta