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Victor Rigole

GEICO

4295 Ocmulgee E Blvd.

Macon, GA 31295

Dear Mr. Rigole or other GEICO representative,

I hope this letter finds you well. I enjoyed meeting members of the GEICO team at the Georgia College career fair last week and learning about the internship opportunities you have available this Summer. I am writing to further introduce myself and demonstrate my potential value to the GEICO team. I am currently a Computer Science student at Georgia College & State University graduating in May 2017. After my conversation with Mr. Rigole, I was excited to apply for your IT Summer Internship and believe that my experience and skill set are perfect for the position.

My academic background is comprised of such courses as Data Structures, Analysis of Algorithms, Assembly Language & Digital Design, System & Network Programming, Operating Systems, and Databases, among many others. In my System & Network Programming course, I learned about network architecture and internet-capable app development, creating a client-server Battleship game with a group of my peers. I also took several electives related to my interest in embedded systems, in which I programmed and 3D-printed a portal gun prop, matching its onscreen counterpart both visually and functionally. I have a distinct passion for mobile app development, wearable technology, and embedded systems, with experience in Android, Arduino, and Raspberry Pi systems.

In addition, I have held various leadership positions during my time at Georgia College. I have served on the Student Government Association as a Senator since entering college, and have had the honor to serve as its Treasurer for the past year and a half. When I was appointed and unanimously approved by the Senate for this office, it was in disarray due to dereliction of duty by my predecessor. The budgeting document in use was primitive, requiring tedious recalculations with every modification. To make matters worse, the previous six months of reimbursements were either incomplete or never recorded at all. To remedy this, I created a modern, formula-based Excel spreadsheet and audited all expenses from the previous semester, following up with each case to ensure accuracy and fulfillment. Through my professionalism and prompt results, I restored the trust of many disgruntled students. I then began my regular duties of managing the $91,000 annual SGA budget and created many template documents to streamline duties for future office holders. In addition, I have been an active member in my Fraternity, Pi Kappa Phi, serving as its House Manager for the past two years. As the House Manager, I was responsible for the upkeep of the house, a Tudor mansion with over 20 rooms and 14 residents – currently the largest Fraternity house on campus. To accommodate our new home and the rapidly growing size of our chapter, I authored new house rules and implemented a fine structure to discourage misconduct and damage.

I am an organized and driven individual, and am confident that I can be a welcome asset to the GEICO team. I have enclosed my resume and would appreciate an opportunity to speak with you further. You can contact me at either the above email or phone number. Thank you so much for taking time out of your busy day to review my application. I look forward to hearing from you.

Sincerely,

Charles Faber