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Mr. Jim Byrnes
COE Undergraduates
Email: ENGR-IT-JOBS@udel.edu

07 Aug 2019

RE: Application for Engineering Computing Operations Intern Position

Dear Mr. Byrnes,

As a young and aspiring computer engineer, I am extremely interested in applying for the advertised Engineering Computing Operations Intern position at the University of Delaware. I am currently a senior at the University of Delaware, pursuing a degree in computer engineering. I have been an IT and computer enthusiast for most of my life, and I am in pursuit to gain real world experience before graduating.

My experience at the University of Delaware has given me a range of practical capabilities that will meet the needs of this role such as: experience with Linux Programming, proficiency in Python/C/C++, both hardware and software design, the ability to efficiently troubleshoot Windows, Mac and Linux systems, and the ability to perform general configurations of systems ranging from microcontrollers to servers.

While completing my undergraduate studies I worked part-time as a Customer Service Assistant for Grand Apizza. My responsibilities in this role included providing face-to-face customer service and assisting on the floor with stock movements. During my workday I was expected to work on multiple projects at once, thus forcing me to master my multi-tasking skills. This position has given me key employability skills while also allowing me to experience working in a professional and fast-paced work environment.

My professors and employers have commended me for my high level of interpersonal skills and naturally engaging personality. My motivations include expanding my knowledge of the IT world, gaining skills which will overlap with future jobs and reinforcing skills which I am already knowledgeable of. My current and previous managers can be contacted to provide more information about my ability to meet the needs of this job.

I understand that you will receive many applications for this role. I do, however, believe that my motivation, commitment and pre-existing skills will allow me to fit into your work environment and immediately start supporting the needs of your organization.

I would appreciate the opportunity to meet with you to discuss my application at an interview. I can always be contacted through the details provided above.

Thanking you in advance for your time,

Shane Cincotta