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Dear Department of Probation,

I am writing to express my interest in the summer college internship program that you are offering. After reading the job description I could see myself helping you accomplish your mission of providing safety for the community. It would be a great honor to be part of a well respected organization, and be able to do good for other people.

I am currently majoring in Computer Information System in Borough of Manhattan Community College (BMCC) and expected to graduate in the fall of 2024. I believe that I will be able to accomplish the duties that are listed in the job description. Also, I believe that with your department I will be able to gain experience that will be much needed for the future. After graduating I hope to work for the city and help the people through technology and make their life easier.

I have the skills in using Microsoft Office and Google Workspace, also I believe that I am a fast learner when it comes to computer skills. I can easily learn and adapt whenever a new or different software and application is going to be needed. I would say that I have a lot of experience using the computer for productive purposes.

I would like the opportunity to discuss the program and know more about the job. Please let me know if you have any questions, you can reach me with the phone number 929-606-4436 and with my personal email jeffsarrax@gmail.com.

Thank you for your consideration.

Sincerely,
Jeff Sarra