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RE: Dear Hiring Manager,

I am writing to express my interest in the Internship position at INTO University Partnerships. As a motivated and dedicated computer science graduate student at George Mason University, I am excited about the opportunity to contribute to your organization and gain valuable experience in project management and cross-cultural transitions.

The internship overview for the Project Management position immediately caught my attention. I am confident in my ability to assist in coordinating multiple departments and teams, building orientation schedules, facilitating sessions, and managing logistical details for the multi day orientations. Moreover, I am eager to conduct research on best practices for international student orientation and present my findings and recommendations to the INTO Mason faculty and staff.

As an upper-level graduate student pursuing a Master's degree in Computer Science with a focus on Student Affairs and Higher Education, I possess excellent organizational, communication, and interpersonal skills. I have experience working in diverse environments with non-native English speakers, which has enhanced my cross-cultural communication abilities. Additionally, my proficiency in using the Microsoft 365 suite and my attention to detail will enable me to create effective orientation materials and contribute to program development.

I am excited about the opportunity to join INTO University Partnerships and contribute to the success of international students' orientation experiences. My qualifications, dedication, and cultural competencies make me a strong candidate for this internship. I have attached my resume for your review and would welcome the chance to discuss my qualifications in more detail. Thank you for considering my application, and I look forward to the possibility of working towards the long-term academic success of international students at INTO University Partnerships.

Sincerely,  
Deep Vora