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To
Employer of University of Texas System
Information Technology Internship

March 3, 2020

Greeting!

I am writing to express my interest in Information Technology internship at your office. I notice this intern opportunity through your internship listing on Handshake.

I am currently a Junior at the University of Texas at Dallas, majoring in Computer Science with focuses on Cybersecurity and Information Technology courses. I had prior IT experiences at home through my experiences and knowledge about computer hardware and networking devices. As a first-generation student in college and an immigrant, I am the only one in my family who is familiar with technology and is responsible for any IT task at home.

Personal IT experiences:

- Manage and host game servers. Performed necessary server version upgrades.
- Remote access into other computers to diagnose and attempt to fix problems.
- Upgrade home network and made necessary configuration for reliability.
- Build computers using off-shelf hardware components. Replace unusable or old components.
- Proficient in using Microsoft Office's applications.

Previously, I worked as a customer service associate at a local electronic store. During my employment, I developed an essential communication skill to interact with customers and supervisors, while also demonstrated my ability to resolve a variety of issues and complaints in a professional manner. I also expanded my knowledge about the IT field through my coworker.

I believe that my tech-savvy characteristic, dedication, and knowledge in Information Technology would prove to be beneficial at your office.

I like an opportunity to meet with you to discuss my internship application for your office. Please contact me via email or through mobile phone

Thank you for your time and consideration!

Duy Dinh

Attachment: CV