

December 7, 2015

Mr. John Doe
Senior Manager
Symantec Corporation
303 2nd St. #1000
San Francisco, CA 94107

Dear Mr. Doe,

I am writing to express my interest in securing an entry level Network Engineer position at Symantec Corporation. I am currently an intern at Year Up Bay Area, specializing in Cyber Security. I have a very strong background in computer science and mathematics. This exciting opportunity appears to be a wonderful fit with my professional experience, personal interests and career goals. I believe my academic background, analytical skills and experience with professionals in the IT field have provided me with the credentials to succeed as a Network Engineer.

Prior to Year Up, I attended University of California, Santa Cruz majoring in Mathematics/Economics and Computer Science. I gained solid technical, analytical and problem solving skills while studying in my university. Additionally, I was part of two organizations on campus where I gained solid interpersonal, community building and event planning skills.

Most recently, I've been interning at Year Up Bay Area where I am learning applicable technical skills in the IT field including penetration testing, building LAMP stack servers, and web development just to name a few. Along with my technical skills, Year Up focuses on building soft skills which include public speaking, presentations, and building my professional network. These skills make a marketable young professional ready to get my foot in the IT field.

I would appreciate the opportunity to interview with Symantec Corporation for the entry level Network Engineer position. I've enclosed my resume for your review. I can be reached via email at glapid@sfo.yearup.org or by phone at (415) 994-8042. I look forward to hearing from you soon.

Thank you for your time and consideration.

Sincerely,

Gio Lapid