

## Company Recruitment Team

September 11, 2019

GOOGLE INC.  
1600 AMPHITHEATRE PARKWAY  
MOUNTAIN VIEW, CA 94043

### Job Application for Software Engineer

Dear Recruiting Manager,

My name is Guoze Tang and I am currently a graduate student in the School of Computing in Clemson University. I was recently introduced to your firm via BBB ☒Contact at Firm☒and was impressed with what I learned of [Your Culture / Working Environment / Company-Specific Info.]. I am interested in pursuing an Investment Analyst position at your firm, and have enclosed my resume and background information below.

Please accept this letter and resume as my application for the Software Enginnner position at Google. I learned of this opportunity after speaking with Jane Doe in the accounting department. In May, I will complete my Bachelor of Science in Accounting and have the desire to become a Certified Internal Auditor.

In the second paragraph, describe your interest and knowledge of the company or organization, and show how you are qualified for the position. Elaborate on information in your resume, but do not repeat it. Be concise and give specific examples of your skills. For example, "As you can see from my resume, I have three years of experience in management".

Thank you for your time and consideration of my resume and qualifications. The Internal Auditor position provides the opportunity for me to make an immediate impact in the accounting department at XYZ Bank and provides the opportunity to accomplish my goal of becoming a Certified Internal Auditor. I can be reached at (000) 555-0000 or guozet@g.clemson.edu to further discuss my qualifications.

Sincerely,



Guoze Tang

*Attached: Resume*