NG KAH DUNG

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[Today’s Date]

[341 Company Address

Company City, State, xxxxx

(xxx)xxx-xxxx

hiring.manager@gmail.com]

Dear Mr. /Mrs. /Ms. (Manager’s Name),

I’m writing to you regarding the IT Internship role that opened up recently. I came across the job description on [eventbrite.com], and was delighted to find that my academic accomplishments meet all of the necessary requirements. I am seeking a challenging but rewarding internship, which is why I was drawn to this exciting opportunity.

As an IT student at New Era University College, I have acquired skills in programming and software development. Currently I hold a 3.01 GPA and have been on the Dean’s List every semester. While in the Computer Science & Information Technology Department I have strategically focused my coursework in the following areas:

* Programming Concepts
* Database Concepts
* PC Maintenance

I would be delighted to have an opportunity to personally interview with you. Please accept the enclosed resume and feel free to contact me at your earliest convenience.  I appreciate your time and consideration.

Yours sincerely,

NG KAH DUNG