March 18, 2022

HR Manager

TerraTrue

San Francisco, CA 94105

Dear HR Manager,

I am writing to apply for the Product Manager Internship recommended to me by one of your software engineers, Ethan Tibbetts, who is a fraternity brother of mine from university. I have included my resume, GitHub, LinkedIn, and personal website.

In my current role, I am a highly capable lab technician with an array of skills and experience that will be valuable to your company. On a daily basis I work with quality and productions managers to create safe and wholesome food products to sell to customers, using quality metrics produced by our lab, and customer suggestions taken by our team. My lab team works as a cohesive unit, properly communicating food products that need to be collected and tested, and reporting results appropriately to management. If ingredients need to adjusted for flavor or safety, we collaborate with management adjust ingredient ratios to form a product that better suits our customer’s requests.

Recently, I have been attending a coding bootcamp at 100devs, where I have picked enough skills early on to freelance outside of the program. The bootcamp is in its early phases but we have covered HTML, CSS, and JavaScript but will move into the MERN stack later on once we’ve accumulated more skills. So far, we’ve covered basic ideas of responsive web design, which I utilize in my freelance projects.

My workday is 7am-4pm CST Monday-Friday and I am available outside of those hours.

I look forward to speaking to you about this exciting opportunity.

Sincerely,

Joshua Palces