Matthew Zhan

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October 25, 2015

[Recipient Name]  
[Title]  
[Company]  
[Address}  
[City, ST ZIP Code]

Dear [Recipient]:

I am a senior Electrical and Computer Engineering studying at the University of Texas at Austin. I am excited to apply for [job title]. [Company] has become a leader in the [blank] industry by always focusing on [blank]—whether they are huge [blank] or local [blank]. Your commitment to customer satisfaction is something I have always strived for in my own career. I would love to bring this dedication, along with my relevant skills and experience, to your award-winning company.

During the summer, I interned at Polycom in Austin. As a software engineer intern, I developed a program for creating hierarchical state machines with a function to port designs directly to C++ classes. Taking the lead for this project was challenging, as it was a resurrected program with little documentation. However, I adapted to my new role through the help of others and my ability to quickly learn and apply new skills. After one month, I deployed a functional program with detailed user documentation.

With my time at Polycom, I learned to flourish in an initially foreign environment. I adjusted well to the responsibilities of independently developing the program, consulting end-users for fixing bugs and designing new features, and participating in meetings to discuss the project and evolving its requirements. My summer concluded with a company-wide Polycom tech talk, which was a presentation of the project and its benefits within the company. As a software engineer on your development teams, I would apply this knowledge to ensure we deliver innovative solutions for our users by using disciplined software engineering practices.

I would appreciate the opportunity to discuss how my background in software engineering, combined with my passion for your company and this role, would make me uniquely qualified to tackle [specific responsibility]. If you have any questions, please feel free to contact me at [matthewzhan@utexas.edu](mailto:matthewzhan@utexas.edu) or (512)-577-7517.

Sincerely,

Matthew Zhan