Matthew Zhan

3106 Duval Street APT 304, Austin, TX 78705 | 512-577-7517 | matthewzhan@utexas.edu

[Date]

[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’re huge [blank] or local [blank]. Your commitment to customer satisfaction is something I’ve always strived for in my own career. I’d love to bring this dedication, along with my relevant skills and experience, to your award-winning company.

During this summer, I interned at Polycom in Austin. As a software engineer intern, I was entrusted the lead role in developing an open-source program for designing and coding hierarchical state machines for automated testing. It was a challenging experience picking up a project with very little documentation and stopped production years ago. However, through the help of others within the company and my ability to absorb new information and skills, I was able to quickly adapt and deployed a functional program with detailed documentation for users after one month.

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 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