Navdeep Handa

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Dear Hiring Manager,

I am writing this letter because I am seeking an internship for the summer of 2017 at SEI Corporation through the Summer Intern program. As a highly-motivated individual with a passion for learning and a desire to apply it in a business context, I believe I am a great match for the position.

The business world is an exciting environment, and as a freshman Computer Engineering student at the University of Pittsburgh, I very much am interested in learning about the context that it provides for the skills I am acquiring in my degree program. Through the Summer Intern program specifically, I would love to apply the skills and knowledge I have gathered through my schooling and extracurricular pursuits to solve interesting, challenging problems that are relevant to business and finance. I participate in an organization on my campus that consults for nonprofit organizations, analyzing the operations of these nonprofits and providing solutions that cut costs or increase efficiency. This work strongly drew me toward SEI’s summer program. I know SEI to be a good work environment and a company that does interesting work, and I would be thrilled to develop and apply my skills here.

In addition to my interest for the position, I feel I have the skills required to succeed in it. As the salutatorian of my high school class, I have always realized the value of hard work and have developed skills of organization and discipline to succeed. I have carried these skills into college and have used them to become an undergraduate Teaching Assistant for Chemistry 2. During high school, I was the chief co-editor of my school newspaper, and I learned how to manage and work within a team regularly produce a deliverable (the paper) every month; in addition to these skills, I learned how to resolve both minor hiccups and substantial challenges and be adaptable.

What I hope to gain out of SEI’s Summer Intern program is a deeper understanding of the workplace and of business principles, particularly as applied to technology. Thank you for your consideration, and I look forward to discussing the position and my qualifications with you.

Sincerely,

Navdeep Handa