

Seiya Ono

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Date

Dear PERSON:

I am currently a YEAR year student at the University of California, Berkeley, studying Electrical Engineering and Computer Science applying for the JOB POSITION (Job ID:).

Paragraph Two

What are you interested in?

What are some beneficial experiences that you have had in your past that can help?

Remember to explain in detail how they help; this is the commentary portion of your resume

How can your skills align well with the company and talk about what you can help contribute

Why are you a good fit with the company culture and/or its mission statement

Paragraph Three

Mostly similar to above paragraph, try to write about fresh things

This is not an extension of your resume; sell your skills

Do not be abrasive but also do not be passive; sell yourself without bragging

I look forward to learning more about this internship opportunity and its qualifications. Please do not hesitate to contact me with any questions. Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Seiya Ono', with a stylized, flowing script.

Seiya Ono