Siran Cao

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Dear Hiring Manager:

Thank you for taking time to review my application. I am writing to show my interest in the summer Co-Op position posted on SenecaWorks. I would like to have the opportunity to join your organization and work with those professionals. I am a positive and diligent individual with a strong interest in IT and programming, and I am confident that my efforts will benefit your company.

I have been received extensive trainings from both college program and self-study. I established a broad and robust basis for programming through my past studies, focusing on four aspects:

- Programming foundations and object-oriented programming using C/C++
- Database management and architecture using SQL, Oracle, and MongoDB
- Front-end and back-end web development skill sets and frameworks
- Other industrial knowledge including SDLC, network-security, data communication

I have had strong academic record in the past semesters with an overall GPA of 4.0 and President's Honor List recognition each semester. I am also learning and practicing from other courses outside school to improve my skills and keep up with the latest IT trends.

Before switching to the IT field, I had a good academic background in business and worked as a human resources manager. I believe that my skills, as well as my prior experience would be beneficial to your team. And I look forward to hearing from you soon! Thank you for taking the time to read this.

Sincerely,

Siran Cao