Dear Recruitment Team,

Good evening and may this email find you well. My name is Teo Chun Kit. I am writing this email to express my strong interest in an internship opportunity at xxx.

I am a year 3 trimester 2 student currently pursuing a Bachelor of Computer Science(Honours) at Universiti Tunku Abdul Rahman. My internship period will be from 21st October 2024 (Monday) to 25th January 2025 (Saturday). For your reference, I have attached my resume with further details about my skills and completed assignments.

Having attended company talks conducted by your representatives, I learned that xxx is a company with so many learning opportunities and a great learning atmosphere. Xxx is also willing to provide an environment for interns to learn from experts and practice what they learned from classes. Thus, I am eager to join xxx in an internship program, and I believe that I can surely improve and gain more experience with this internship opportunity.

I kindly request you to review my resume and consider my internship application. I will be really grateful if I am offered the opportunity to have my internship at xxx, and I will make sure to do my best in all things. Thank you so much for your time and I am deeply sorry for all the inconvenience caused. I am available for further discussions at your convenience.

Thank you.

Sincerely,

Teo Chun Kit

Tel: 014-9929536