Dear Marshall,

I am writing to formally express my interest in the internship found on Handshake. The position is ideal for me because as a junior concentrating in security, it parallels both my interests in the company, and matches my qualifications in the responsibilities of the role. By being a part of this position, I am able to learn more about the company while developing my business acumen to help succeed in the business world. Coming from a background with many years in customer service and management, my motto also falls in line with your company’s purpose: to solve contemporary issues in society.

As a student manager at the Carrier Dome, I have been equipped with a diverse toolset that allows me to thrive in various security functions. During my time at the company, I have taken various leading roles, primarily in client-facing responsibilities. My experiences have included ensuring thousands of people get inside the Carrier Dome efficiently and smoothly without any hassles from the beginning of the event, to completion; as well as ensuring my team is working diligently and in a professional manner to ensure a pleasant experience while clients are staying in the Carrier Dome. I understand the challenges that arise from extensive assignments, and I will be a valuable asset to any team taking on projects.

My previous experience in my parent’s restaurant also helped developed my consumer first approach. I was able build a rapport with recurring customers which made them feel valued. I have been successful in an intensive environment that has required endurance, determination, and dedication. These traits have come to fruition through job tasks such as taking a leading role in coordinating teams. My involvement in these businesses has left me confident in my abilities to excel in a new setting, and eager to utilize my abilities, especially in the internship. Furthermore, as a young student, I am always eager to improve my skillset. Your company can help me in this venture, as I continue to learn and improve my security and management skills.

I am eager to participate as a intern and look forward to discussing my candidacy further. Please feel free to contact me by phone or email if any clarifications about my qualifications are necessary. I will be glad to answer any and all questions. Thank you for your time and consideration.

Sincerely,

William Chen  
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