ZeMing Zhang

SUNY University at Buffalo
Data Science ES, MS
Computer Science, BS
Cybersecurity Minor

June 7, 2022

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Subject: Cover Letter

Dear Ms.Heather Waddy,

I am eager to submit my application for the assistantship position at the University of Buffalo, which I learned about via email. With a Bachelor of Science in Computer Science and operational experience, I believe I would be an asset to your team.

While working and attending UB for almost four years, I got extensive experience and knowledge of the curriculum, structure, and information pertaining to higher education. Due to degree requirements, I am proficiency with Excel, Access, PowerPoint, Word, Outlook, and other fundamental administrative applications.

For your convenience, I have attached a resume detailing my relevant skill set, accomplishments, and experience. Thank you for your time, and I look forward to hearing from you soon.

Sincerely,

ZeMing Zhang
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Please take a look at my resume
Or click here 📄.