

N°1

Antoine Gautier
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20th January, 2019

The Personnel Manager
XYZ University Career Services Office
27 rue de Paris 95411 Pontoise, France

Dear Sir/ Madam,

I am interested in applying for the scientific research summer internship position that was listed through the XYZ University Career Services Office. I believe my research and conservation experience make me an ideal candidate.

I have had a great deal of laboratory experience in chemistry, biology, and geology, both indoors and in the field. Most of my experience is in environmental field studies. I am currently conducting research in our school's outdoor laboratory to assess the water quality of a nearby pond. I know water quality assessment is a component of this internship, and I know my previous experience makes me a prime candidate for this.

Last summer, I worked as a conservation assistant at Clumber National Park. Along with trail maintenance and building, I also served as a research assistant for the research organization at the park. I conducted analysis of soil samples, and input data from various research projects. I received a special commendation from the director of the research organization for my attention to detail and dedication to research.

I believe that I would be an asset to your program. This internship would provide me with the ideal opportunity to assist your organization and to expand my research skills.

I will call next week to see if you agree that my qualifications seem to be a match for the position. If so, I hope to schedule an interview at a mutually convenient time. I look forward to speaking with you.

Thank you for your consideration.

Yours Faithfully,

Antoine Gautier

N° 2

Mary Cody
123 Green Street Anytown, USA 11111
marycody123@email.com 444-555-1212

20th January, 2019

Bob Martins
Hiring Manager
XYZ Enterprise
456 Red Street Anytown, USA 11111

Dear Mr. Martins:

I am writing in regards to the position of marketing manager at XYZ Enterprises advertised on Monster.com. Susan Smith recommended that I write directly to you, as we worked together at ABC Inc. for several years, and she thought that this position would be a good fit for me.

With ABC, I was a direct report to Susan, and I was able to increase my department's sales by 15% over the three years we worked together. This exceeded the industry standard by 10% during a nearly stagnant period of time. Given XYZ's position in the market, and my experience with increasing market share, I feel that I can help to bring even more success to your company.

I have attached my resume and list of references for your consideration.

I will follow up next week to provide any additional information you may be interested in. Thank you very much for taking the time to review my resume.

Sincerely,

Mary Cody

N°3

Peyton Java
123 Computer Road
Wilmington, DE 12345
(222) 222-2222
peyton.java@uc.edu

September 1, 2019

Ms. Elisa Thompson
Computer Engineering
XYZ Company
Hartford, CT 56789

Dear Ms Thompson,

When I discovered the software engineering internship with XYZ Company on internships.com, I was excited by the opportunity to develop test cases, open bug reports, and triage test case failures. As a sophomore majoring in Computer Science at University College, I really enjoy developing and improving testing technologies.

I believe that my coursework, employment, and campus involvement have prepared me well for this position. After completing courses in software development methods, programming languages, network systems, and embedded system design, my Major GPA is 3.8. As a student employee with IT services, I troubleshoot a wide variety of computing issues and communicate technical information to non-technical customers. In addition, as a member of the Association for Women in Computing, I attended Tech Talks and conferences to expand my industry knowledge and network with full-time professionals.

I have experience with Java, Python, JavaScript, and SQL. This knowledge will be an asset to this position. I would be thrilled to learn more alongside your cross-functional team of engineers and developers.

My attached resume expands on my coursework, employment, and campus involvement. As I prepare for a career in computer science, I am dedicated to gaining practical experience to complement my coursework.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Peyton Java

N°4

Amanda Mcdonald
3040 Hall Street
Las Vegas, NV 89121
(111)-346-3862
amanda.mcdonald@gmail.com

September 1, 2019

Ms. Debbie Rosier
Schafer Corporation
789 Red Dog Road
Charlotte, NC 28208

Dear Ms. Rosier,

I would like to take this opportunity to express my interest in the Mathematician position available at Schafer Corporation.

Having a genuine interest in helping to solve real problems that affects the world such as economics, it is important to me to secure a position with an organization such as yours that makes accomplishing that goal a possibility. For this reason, I have acquired my master's degree that majored in applied mathematics, theory, algorithms and computing methods.

My studies also included statistics and the relationship between scientific principles and I completely understand the fundamentals of differential equations and calculus. My future plans include continuing my education to acquire my doctoral degree.

My skills include exceptional problem solving and abstract thinking abilities in addition to strong analytical skills, which are needed to study and break down the problems in order to find a suitable solution. They also include using computer programs to create models that simulate the problems under study.

Maintaining a positive and friendly attitude at all times and working together as part of a team with other professional to solve complex problems are also part of my personal skills. Other personal skills include being self-motivated with the ability to meet tight deadlines when working alone, understanding the need for confidentiality and always adhering to the highest ethical standards possible.

I am very excited about meeting you in person to discuss this job in more detail and to talk about the contributions that I can make to your organization.

If you are interested, please contact me at (111)-346-3862 for an interview.

Thanking you most sincerely for your time and consideration.

Respectfully,

Amanda Mcdonald