**Name**

NYC, NY 13244
Phone# | Email

May 7th , 2024
C4ADS
1201 | St NW, Suite 200
Washington, DC 20005

Dear Recruiter:

I am writing in regards to the software engineer position your company is currently recruiting. I came across this position on Handshake and immediately found the high level of compatibility between my skills and the requirements this position entail. Given your busy schedule, I want to keep this cover letter short but detailed enough for you to make an informed decision.

I am currently a sophomore majoring in Computer Science at Syracuse University. Though from a different sociocultural background, I have gained a decent understanding of American culture through living in the dormitory with American students and taking general courses in my freshman year, which I believe will enable me to contribute to the chemistry and diversity of your team. In terms of skill sets, taking courses such as data science, artificial intelligence, systems programming, and software specification and design has endowed me with a solid and multifaceted foundation of the field of computer science. I also possess a high level of proficiency in utilizing software including Python, Java, and Haskell. It has come to my knowledge that applicants with these skills are exactly what your company is seeking for. Therefore, considering me as a potential candidate would be worthwhile.

The ability to bring competent skill sets to the table is one thing; bring able to cope with various complications involved in the position is another. I believe that my passion toward this field, my strong stress coping skills and resilience, and my ability to take different perspectives and sympathize and empathize with people would enable to handle anything you throw at me, whether be it a high-pressure working environment or tight deadlines.

I would really appreciate if you can take a moment to consider my proposal and review my resume.

Thank you for reading this letter!

Best regards,
Name

# Name

XXX S XXX Avenue, NY 13244

Phone#                                                                                              Email

## Professional Experience

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### Data Entry Intern

Employer: Zhihui Technology Ltd.

Location: Hangzhou, Zhejiang China 242332

June 2022 - August 2022

- Utilized company-developed software to compile, transfer, and manage data
- Successfully reduced data entry errors, increasing the overall data accuracy
- Collaborated with three other interns to maintain the functioning of database

### Robotics Instructor

Employer: Zero-One Children Coder School

Location: Hangzhou, Zhejiang China 242332

June 2023 - July 2023

- Conducted weekly coding classes for children aged 6 to 12
- Maintained a clear and efficient communication between parents and schools personnel
- Oversaw the safety and well-being of children attending the class
- Purchased equipment for the school, including LEGO products and electronic devices

## Education

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Bachelor in Computer Science 2022-2026

New York University

## Key Skills

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- Python
- Java
- Haskell
- Microsoft Office
- Bilingual in English and Mandarin Chinese