Kelly Wong

Orchid Road

Singapore

May 29, 2021

Eric Yang

Human Resources Manager

Reinvent Technologies

Lily Road

Singapore

Dear Mr Yang,

I am happy to submit my application for Reinvent Technologies’ Internship Programme.

As a student of Singapore University majoring in Information Technology, I believe I would be a good fit for the role. Reinvent’s work in nanotechnology, machine learning and robotics has been of great interest to me, and I would be honoured to be able to contribute to these initiatives.

I have received high marks in my robotics and artificial intelligence classes, which I believe would be a great asset to your team. My thesis group has developed software that can automate work processes in our school’s library and it was able to help them cut their work times in half. It was quite a successful venture, with the library considering a more large-scale rollout of the program.

I am very comfortable taking on leadership roles, having experience as an officer of our school’s IT organization. I help organize the org’s various activities and events in the university, liaising with other student groups and the school administration.

Outside of class, I volunteer with a local non-profit that helps underprivileged youth. Your organization’s ongoing CSR partnership with the UN to support refugee children is a cause I’m also interested in.

I am an intelligent, competent and reliable worker, and I am very passionate about pursuing a career in technology. I believe that I have the skills to significantly contribute to your organization through this internship, which will be a good stepping stone for me to gain more work experience.

Enclosed is my resume for your review. I would greatly appreciate an interview opportunity with your organization to talk about my qualifications and discuss my suitability for the role further. I can be contacted at <contact number> or through email at <email address>. Thank you for your consideration.

Sincerely,

Kelly Wong