Assignment #8

❖ 영문 Cover letter 작성하기

- 개인 과제이며, 해당 과제의 성적은 전체 과제 점수의 5%를 차지

- Assignment #8는 Internship을 위한 Cover letter를 작성해보는 것을 목적으로 함

- 결과물은 아래 내용을 수행하여 Word 또는 HWP 1 장으로 작성 후 제출
  - Google, Apple, Facebook, Amazon 등의 글로벌 IT 기업 중에서 하나를 골라 그 기업에서의 Internship을 위한 Cover letter 작성
  - 참고자료와 첨부된 Cover letter Sample들을 참고하여 자유롭게 작성

- 제출 방법: ~4월 30일(일) 자정까지, LMS 학습활동 → 과제 게시판에 제출

❖ 참고자료

- http://internships.about.com/od/corporateinternships/a/internshipsatgoogle.htm

- http://internships.about.com/od/internshipsintechnology/a/internshpisatappleinc.htm

- http://writing.wisc.edu/Handbook/CovLetter_what.html

- https://careers.google.com/

- https://www.facebook.com/careers

- https://www.thebalance.com/how-to-write-a-cover-letter-2060169

December 6, 2014

Mr. Jim Lincoln
Google
1600 Amphitheatre Parkway
Mountain View, CA 94043

Dear Mr. Lincoln:

Your advertisement for an entry-level, software engineer in site reliability at the Google Web site caught my attention. I believe that my software design and cloud-computing experience, and my creativity and strong problem-solving, interpersonal, and communication skills make me an excellent candidate for the position.

I recently earned a master's degree in computer science (Mobile and Internet Computing Track) from Stanford University. I am a student member of the Association for Women in Computing. I also served as a Google Student Ambassador while in college. In the summer of 2011, I participated in an internship with Amazon in which I obtained experience in programming (C++, Java, and Python), Unix/Linux environments, and cloud computing. Because of this experience, I believe I will be able to make an immediate contribution to Google. I have enclosed my résumé, which details my qualifications and provides more information on how I might be an asset to Google.

I will contact you shortly to see if you have received my application materials and to request a face-to-face meeting. Thank you for your time and consideration.

Sincerely,

Jane Moore
1414 West Wilson
Seattle, WA 98105
Tel: 206-555-1212
E-mail: jmoore@anymail.com,

John Doe
333 Sample Street
Dallas, TX 12141
(000) 154-2342
john @ email . com

April 2, 2016

Mr. David Cohen
President, Development Division
Bosch
33 Example Way
Dallas, TX 12541

Dear Mr. Cohen:

While researching on your website, I found the opening of software engineering internship. After reading your job description, I found a close relation between my skills and your requirements. I am currently pursuing my Master's degree in Software Engineering and would like to contribute efficiently to your software engineering department.

I would bring the following attributes to Bosch in the role of a Software Engineer Intern:

- ❖ Demonstrated ability to design and implement features in existing and new products
- ❖ Adept at writing well-structured and easily maintainable code using Java, J2EE, C#, VB.NET
- ❖ Competent at working with clients, support, and QA teams to resolve bugs and support issues
- ❖ Well versed in providing detailed feedback on documentation and test plans for features
- ❖ Great logical, debugging and reasoning skills
- ❖ Passion for providing quality solutions

As a proactive and enthusiastic individual, I would welcome an opportunity to discuss my software engineering capabilities with you. I will get in touch with you after two weeks to set up a date of interview and to see if you require any additional information. In the meantime, I can be reached at (000) 154-2342.

Thank you for your time and consideration. I look forward to meeting with you soon.

Sincerely,

(Signature)
John Doe

➢ Internship Applicant's Cover Letter: (back to top)

Date

Mr. Charles Norris
ABC Consulting
1 East Salad Street
Springfield, MA 08777

Dear Mr. Norris:

My neighbor, Kathy Smith, a software consultant for ABC Consulting, recently told me about your opening for the Junior Software Engineering Internship. As a rising senior at Champlain College, I am very interested in this opportunity. I believe my training in C++, C#, SQL, Visual Basic 6.0, Java, VB.NET, JavaScript, VBScript, HTML, and Microsoft XNA make me an excellent candidate for this position.

I am enclosing a copy of my resume, which outlines my academic achievements and experience providing technical support while working at the College's Help Desk. The current semester ends in April, so I would be available to relocate for the summer and join your team immediately.

I would welcome the opportunity to talk with you about this exciting opportunity. May I call your office next week to further discuss this opportunity? In the meantime, please feel free to contact me if you require additional information.

I look forward to speaking with you soon.

Sincerely,

Nicole Polizzi

Enclosure