I’m writing you today because I came across a job opening at your company. As a hungry student, I believe I can deliver the enthusiasm and quality work that you are looking for in a candidate.

Currently I am enrolled in Austin Community College and pursuing a bachelor’s degree. Over my academic career I’ve gained invaluable knowledge that I’ve been able to apply and demonstrate. I have amassed a catalog of programs I’ve written during my time in academia.

I’ve no professional experience, but in my own time I’ve applied solutions to my own personal area. I’ve had experience installing software. I’m familiar with backup and recovery software. Using Windows software, I can troubleshoot, monitor, and configure connections.

Attached is a copy of my resume which will elaborate further on my experience and certifications. I can be reached by email or by phone either on Saturdays or Sundays. I would be grateful if we could further discuss the internship opportunity.