

THOMAS CHANG

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RE: Summer Student Intern

Dear Hiring Manager,

Please accept this letter as an expression of my interest in the Summer Student Intern position. I am highly motivated and progress-focused. With a track record of initiative and dependability, I have worked really hard to become a well rounded individual who can provide value to any company I work for.

Throughout the course of my career, I have perfected my operations support and project support abilities. I am a capable and consistent problem-solver skilled at prioritizing and managing projects with proficiency.

In my previous role, I contributed communication, critical thinking, and project management toward team efforts and business improvements. I am progressive minded and in tune with new developments in my field. I have proven to be effective and collaborative with strong problem-solving talents. I enjoy collective brainstorming sessions which all me to coordinate activities to achieve a common goal.

Please take a moment to review my attached resume and credentials. I would greatly appreciate the opportunity to speak with you regarding my candidacy.

Thank you for your consideration.

Sincerely,

Thomas Chang