

Example of a Cover Letter used to obtain an interview for a Quality Assurance Internship

RAMAL KENT

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Ms. Renalda Opal
Production Manager
Phoenix Solutions
89 Broderick Avenue
London, ON F6K 2S6

Dear Ms. Opal:

Thank you again for taking time to speak with me earlier today about an upcoming summer opportunity to work as a Quality Assurance intern. I am enclosing my resume which outlines my qualifications, skills and experience in more detail.

As I mentioned in our conversation, my background includes 2 years' experience in production processes and quality control at Lumitek. Combined with the knowledge and skills I've gained from my Computer Science studies at Western University, I am confident I would be an excellent addition to your team. Some key qualifications include:

- Valuable experience with programming languages, including Java, C++, SQL and Python.
- Sharp attention to detail with accuracy in work habits
- Eagerness to learn and take on new challenges
- Ability to work collaboratively with others to achieve company standards

As a critical thinker who loves technology, I am comfortable making decisions in fast-paced environments. I've learned Phoenix Solutions has recently been named among the "20 brightest new 'Start up tech companies" in Canada. I would welcome the chance to gain practical hands-on experience at an innovative technology company such as Phoenix Solutions.

I look forward to the opportunity to meet with you at your convenience to further discuss my application and interest in this internship. I sincerely appreciate your time and consideration.

Yours truly,

Ramal Kent