**John Doe  
333 Sample Street  
Dallas, TX 12141  
(000) 154-XXXX  
abcd@email.com**

**April 2, 20XX**

**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-XXXX.

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

**Sincerely,**

**(Signature)**