

123 Placeholder Lane

Orlando, FL 32817

April 22, 2026

Recruiting Manager

Company Name

123 Business Ave, Suite 100

Orlando, FL 38217

Dear Recruiting Manager,

I am writing to apply for the Information Technology Intern position at your organization. I am currently pursuing a Bachelor of Science in Information Technology at the University of Central Florida, where I maintain a 3.74 GPA and have been recognized on the Dean's List. I am eager to contribute my technical skills and enthusiasm for IT to support your team's infrastructure and operations.

Through my experience as an IT Intern at Atlantic Technical College, I reimaged and deployed over 1,000 computers and administered user accounts using Microsoft Active Directory. This experience strengthened my troubleshooting skills and gave me a solid understanding of IT infrastructure and system support. Through my coursework, I have experience programming in C and Java using object-oriented programming concepts. I have also used GitHub to manage and publish projects, which strengthened my understanding of version control and software development workflows. These experiences have helped me build a strong technical foundation and the ability to learn new technologies quickly.

I am particularly drawn to opportunities where technology plays a direct role in supporting large-scale operations and reliable infrastructure. I thrive in collaborative environments and am committed to delivering accurate, efficient solutions. I am eager to bring my technical foundation and strong work ethic to a team where I can continue growing as an IT professional.

I am eager to gain hands-on experience contributing to real-world IT systems and operations while continuing to develop my technical skills. I welcome the opportunity to discuss how my background and interests align with your team. Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink that reads "Kenneth Nguyen". The signature is written in a cursive, flowing style.

Kenneth Nguyen