

Human Resources Manager
ABC Company
No 1, Kwun Tung Road
Kowloon

9 September 2020

Dear Ms Tiffany Tan,

Re : Application for the post of AI Programming Intern

As a second year student pursuing a Bachelor of Arts and Science in Artificial Intelligence at The University of Hong Kong with a concentration in AI technology, I am very interested in the AI Programming intern position available at your company advertised through our Department's career website.

With an elective course in Design and Analysis of Algorithms, I have got technical knowledge of Artificial Intelligence used in computer graphic and robotics besides animation. Also, I have the skills to actively take part in the design and in finding the best ways to implement the AI behavior into the game.

Moreover, my summer internship as an innovation analyst intern at Leading Financial Advisory Firm is rewarding. I explored various applications of 5G in the banking industry and through it, I have developed a creative mindset which would certainly be an asset working as an AI programming intern. My other internship at Jefferies Group, an investment bank and financial services company, performing analysis of the trend of Shanghai-Hong Kong stock market has developed my strong analytical skills whereas my internship at Census and Statistics Department has developed my computer programming skills especially in SAS.

I engaged in various extra-curricular activities since high school. As the external secretary of the Statistics and Actuarial Science Society at HKU, I have organised, planned and led members to visit a couple of companies to understand the business operations. Through it, I have developed leadership and organisation skills. On the other hand, as the Hiking Society's financial secretary in my high school and a volunteer tutor at Caritas, I have increased much the level of paying attention to details and communication skills

My CV is attached and I would welcome an opportunity to discuss how I can fulfill your requirements at an interview. Please contact me either via phone number 1234 5678 or email at taiman@connect.hku.hk. Thank you for your time and consideration.

Yours sincerely,

CHAN Tai-man

Encl : CV