

135 Chrystie St
New York, NY, 10002
February 4, 2024

NJ Transit
180 Boyden Ave
Maplewood, New Jersey 07040
United States

Attention: Project Manager

Subject: Intern: Equipment Design & Engineering

Dear Project Manager:

I'm reaching out to you because I have a strong interest in participating in your internship in Equipment Design & Engineering. I saw your request in wanting someone majoring in engineering-related courses to oversee the design, build, and overhaul of Rails, Bus, and Ferry rolling stock equipment. As someone who's majoring in Mechanical Engineering, I would like to intern in this program, to not only build up my personal experience but also to assist in your goal of maintaining public transportation in New Jersey. Right now I'm still a freshman at City College of New York, but I am more than capable of showing you my qualifications in person if you allow me to engage in this internship. Below are some of my highlights and why I want to participate in this internship.

During my time in high school and even now in college, I have good writing and presentation skills and often use Microsoft Office such as Word, Excel, PowerPoints, etc. Those skills became further developed and majorly used when I came to City College, especially in ENGL 110, where my professors have been pushing me to develop my writing skills through major assignments, such as Argumentative Research Essay, and Profiling Writing. It's not just Microsoft Office that I know, I also learned how to create websites through Cuny Academic Common, and created my first portfolio websites.

Another skill that I have is experience with SOLIDWORKS. Being a freshman, I was new to the software, but that doesn't mean I haven't used something similar in the past like Tinkercad, when I was in middle and high school. Both are related to 3D designing, but SOLIDWORKS is more advanced than the others and is mostly used by professionals. I was considered to be among the best in my class in the Computer-Aids Drafting course when it comes to SOLIDWORKS and this skill comes into full play on my Reverse Engineering Project. In addition, I am also great in math/calculation and excellent in drawing and by extension, sketching multiview projection.

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I'm the type of person who pays attention to details and reviews any mistakes that I may have made, whether it's on paper or in real-life activities. When it comes to assignments or work that is presented to me, I will commit myself to always getting it done on time with all my efforts. Preferably I like to work alone, but that doesn't mean that I don't like working in groups. For example, during the summer of 2022, I was working in a garden within a group in the LOISAIDA UNITED NEIGHBORHOOD GARDENS (LUNGS). We were tasked to maintain the garden by watering the plants, removing harmful weeds/invasive species, as well as picking up garbage, and adding decorations. Since the garden was so big, we divided our work among each other to achieve maximum efficiency, and in case someone needed help, we would lend our assistance, based on the urgency. This work experience taught me what it was like to work outside in an unfamiliar environment and get my hands dirty.

Although right now I'm still just a freshman at City College, I have much experience working outside as well as having the required skills necessary for me to be a team player on your team. I hope you will consider accepting me for this internship program. I await your response.

Sincerely,

Wen Qi Zhang