

Centre for Student Life,  
Park Place,  
Cathays, Cardiff  
CF10 3BB

Stable Studios  
1 Talbot Street  
Pontcanna, Cardiff  
CF11 9BW

17/11/2024

Dear Hiring Manager,

I am a second year Computer Science student at Cardiff University, and I am writing to apply for the role of IT Intern at Stable as advertised on your website. As a Computer Science student with a passion for client satisfaction and team collaboration, I am excited about the opportunity to work with Stable and contribute to a dedicated team.

From researching Stable, I believe that the IT Intern role aligns perfectly with my background and aspirations, offering an excellent opportunity to develop a broad range of skills. As per your website, Stable's emphasis on cutting edge technologies, innovative solutions and low-code development using Microsoft Power Platform and Dynamics 365 provide a unique opportunity to work on advanced projects. One aspect that particularly appeals to me is the opportunity to interact directly with clients across various platforms. I pride myself on my ability to communicate complex issues and information clearly and concisely. On many occasions I have been asked to help family members and peers with technical issues or coding problems. This is something I enjoy and a skill I can transfer to the role with Stable. My problem-solving skills will be developed even further through offering advanced user support and identifying and resolving issues. I would enjoy the chance to utilise my excellent communication skills and practical knowledge through using and troubleshooting platforms such as Azure and Microsoft.

I offer Stable a versatile skillset. I have a solid foundation in supporting Microsoft tools, complemented by hands-on experiences with iOS and Android platforms. My skills have been enhanced through my previous work experience supporting an IT team. This provided key insight into technical problem-solving, where I actively identified and resolved technical issues, ensuring minimal downtime for clients. During this work experience, I learnt the value of proactive communication, teamwork, and the importance of efficient problem resolution, and hope to further develop these skills with Stable. As evidenced in my CV, my role as a bartender has developed my ability to communicate effectively and maintain professionalism, while honing my multitasking abilities by handling multiple responsibilities at once. The fast-paced nature of the job taught me to be flexible, quickly adapt to changes, and come up with creative solutions to problems. I'm excited about the chance to bring these skills to Stable and keep growing with the team.

This placement presents a unique opportunity to apply my academic knowledge and gain practical experience. With a passion for learning, and strong interpersonal skills, I am confident in my ability to thrive in this IT internship and contribute to Stable Resources Ltd. Thank you for taking the time to consider my application. I look forward to hearing from you.

Yours faithfully,

Your name