

# Fatima Suleiman

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(604) 222-2222    [email.address@ubc.ca](mailto:email.address@ubc.ca)

Sarah Chen  
Microsoft Corporation  
One Microsoft Way  
Redmond, WA 98052-639

Dear Sarah Chen:

## **Re: Software Design Engineer**

I want to make a difference, and I can think of no better place to do so than at Microsoft.

As a 4<sup>th</sup> year Electrical Engineering major nearing graduation, I have recently completed an internship placement at INDE Electronics where I helped design and implement key features of Vijeo-Designer Editor using Visual C++. My other responsibilities included working closely with artists to translate their visions into XML, authoring tools to assist the documentation team in localization, and defects reporting and resolution using PVCS Tracker in addition to debugging at the source level. In recognition of my outstanding contribution I was awarded a bonus at the end of my internship and hired back as a software developer on a part-time basis while continuing my studies.

Through some of my research into the work life atmosphere at Microsoft, I read about the commitment to team volunteering. I was impressed to read that 2700 employees volunteered 230 000 hours to various community groups, and \$84.2 million was raised for charity thanks to employee and Microsoft's contributions. In my spare time, I have been volunteering for Engineers Without Borders. I believe strongly in the value of donating time and skills to organizations and people in need.

I am confident that the skills I have acquired from both my academic and professional experiences will allow me to excel in the role of Software Design Engineer. I appreciate the time you have taken to review my resume. I would welcome the opportunity to meet with you to discuss how I could contribute to the Microsoft team and its goals. Please contact me at 604-222-2222 or [email.address@ubc.ca](mailto:email.address@ubc.ca) to schedule an interview.

Sincerely,

Fatima