Example #2

Greetings Tim Cooke,

Hope all is well. My name is [Rochester Student], a recent Computer Science graduate from the University of Rochester, and I have an upcoming interview for an entry level software engineering position at [ABC Company]. The firm’s mission of clinical innovation to improve the lives of patients resonates with me, especially during these challenging times, and one of the many reasons I initially applied.

A little about myself. I have research experience in robotics, writing code for embedded Linux systems and have competed in and won awards for hackathons and programming competitions. I was also the primary organizer for the College’s hackathon, taking it from an idea to forming a team, securing sponsorship, and hosting a 36-hour event.

Would you have time for a quick 10-15 minute chat to assist in my preparations for my interview on December 18th? I’ve attached a copy of my resume for your review.

Thank you for your time and take care,

Rochester Student