

MAX LAAK

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Dear Hiring Manager,

As a non-traditional student seeking a career transition, I am excited to apply for the [internship name] with the [company name]. My unique work experience operating on superyachts as a first officer has developed valuable practical skills in technical writing, collaboration, and research – skills I am eager to apply in a [describe company environment]. In my role as first officer I was provided with technical writing opportunities that grew into a passion, inspiring me to pursue a degree in the field. As I near graduation, I greatly value the opportunity to continue developing my skills as I contribute to [company name] producing high quality deliverables under the guidance of [your team].

As a deck officer I was responsible for authoring standard operating procedures, emergency response manuals, and employee training materials. Creating documentation for this position required a solid understanding of engineering concepts and international maritime code compliance. My role relied on the ability to research and collaborate with engineering subject matter experts to produce accurate content.

My academic coursework in Technical Communication has provided me with a solid understanding of industry-standard software tools, web development, and design fundamentals. This included collaborating remotely with diverse, multidisciplinary teams on large documents using tools like Slack and Microsoft Teams. As I near the completion of my degree, I am enthusiastically seeking opportunities to learn new software and skills as I continue to develop my craft. My passion for creating effective, user-friendly content, combined with my excitement for these opportunities, would make me a valuable asset to your team.

I look forward to speaking with you further to discuss how my qualifications align with the needs of your team. Thank you again for your time and consideration.

Sincerely,

Max Laak