**Terminal Writing Project for Workplace English Writing**

《职场英语写作》**课程作业**

**得分**：

**姓名** (中文) ： 方桂安

**学 号**： 20354027

**学院与系别**： 智能工程学院智能科学与技术

**提 交 日 期：** June 22 , 2022

**Personal Information**

Name: Li Hua Gender: male Date of Birth: 2001/1/1

Zip Code: 518000 Career Objective: Marketing manager

Home Tel: 086-0714-1189203 Mobile:0714-1886662345

Email: Li Hua 20354027@163.com

**Education**

2018/09--2022/06 Sun Yat sen University English International Trade

**Honors/Awards**

2021 Scholarship for Outstanding Students

2020/05-07 Project Management Intensive Track. Attended part-time project management certification course during nights and weekends. Excelled in team business simulations, winning two out of three rounds.

2020/09-2020/11 Hult Action Project with Abidjan company. Six-week business project. Provided recommendations to increase sales, gain market share, and create sustainable impact. Ranked 2nd of 7 teams.

2021/03-2021/09 Social Entrepreneurship Club President. Managed club profit and loss, directed fundraising and social entrepreneurship event production. grew corporate sponsorship network from 3 to 20 in one year.

2021/09-2022/03 Produced events for a series of international marketing campaigns generating over 3,000 prospective clients in one month. Main events included GA’s annual career development seminar and a series of video production webinars.

**Certifications**

2019 TEM Level 4

2019 provincial Computer Level Test Band1

2020 TEM Level 8

202 IELTS: 6.5 Proficiency in English

I am a student of International trade in Sun Yat-sen University. This is an important letter of recommendation for me to apply for the position.

I will graduate this June. In school, I systematically learned the theory and practice of international trade, the theory and practice of international trade documents, cargo science, practical writing, management, international trade practice, business communication, etc. I got excellent grades and familiar with computer operation

I gained some practical working experience last year and this summer vacation. I like the job of marketing manager, I hope to become a member of your company, and do my best to promote the development of the company together with you.

Dear Sir or Madame,

I with great pleasure that I write to recommend Li Hua to you. I have known Li Hua for two years and have had the pleasure of having him in my international trade practice class during his junior.

In the class he was one of the most outstanding students. At the semester final he earned high grade of 97, which should be A according to our grading system.

I also found him good at other subjects. After class, he had personal talk with me many times. He indicated a great interest in international trade. During that time I found him to be a bright, diligent, friendly young man.

Besides, he is not afraid of hard work, and is a team plyer. His ability to work with him is a special quality that will benefit him move on to the next level.

Li Hua is undoubtedly a student with the potential for great success at the next level. I enthusiastically recommend him for admission to your company.

If you have any question or concern in regard to Li Hua, please feel free to contact me.

Yours respectfully,

Will Smith

June 01, 2022

Mr. Li Hua

Marketing Manager

Shanghai ZhongDa Imp. & Exp. Co. Ltd

888 Handan Road

Shanghai 201300

People's Republic of China

Dear Sirs,

We learned from the Commercial Counselor's Office of our Embassy in your country that you are in the market for Chinese Printed Shirting.

In order to expand the sales of our products into South America，we are writing to you to express our desire to enter into business relationship with you.

We are a leading company with many years of experience in Printed Shirting business. Located in Shanghai, we take the advantage to set up our solidifying production basis in coastal and inland areas.

In addition, we have good connection with some reputable factories, and sufficient supplies and on-time delivery are thus guaranteed.

In order to start a concrete transaction between us, we make you a special offer ,and payment and shipment as follows:

Specifications: 30X36

Packing: In bales or in wooden cases, at seller’s option

Price: USD7.00 per set FOB Shanghai

Shipment: Nov/Dec, 2022

Payment: By confirmed, irrevocable L/C payable by draft at sight to be opened 30 days before the time of shipment.

We have the products of fine materials and high craftsmanship and shall be ready to grant you a 20% special discount for a quantity of more than 10000 sets.

Your comments on our products or any information on your market demand will be really appreciated. We await your further news with interest.

Yours respectfully,

Li Hua

June 05, 2022

Mr. Anderson Silva

Marketing Manager

Brasilia Imp. & Exp. Co. Ltd

221B Baker Street

Saint Paul 3550308

República Federativa do Brasil

Dear Mr.Li,

Thank you for your letter of 1 June proposing a business relationship. We have examined your long and beneficial collaboration. We would be very pleased to establish business relations with you.

Now we want to place an order with you ,we confirm the following order placed :

3000 sets Printed Shirting at design N0.243

US$7 per set CIF Shanghai, China

Packing: In cartons, each containing 200 yards

Shipment: Within 45 days after receipt of the relevant L/C

We trust that you will give special care to the packing of the goods lest they should be damaged in transit.

The L/C will be opened in your favor on receipt of your sales confirmation, and we shall advise you of the shipping marks in the meantime.

Emphasis has to be laid on the point that shipment must be made within the validity of our L/C, as no extension will be considered. You should bear all the costs of transportation of the goods. We are in urgent need of the goods to catch the Christmas selling season.

There is a good demand here for Printed Shirting at moderate prices in this market. If the shipment comes up to our expectations, substantial orders will follow. We hope this transaction will lead to an enduring relationship between us.

Yours faithfully,

Anderson Silva

December 17, 2022

Mr. Anderson Silva

Marketing Manager

Brasilia Imp. & Exp. Co. Ltd

221B Baker Street

Saint Paul 3550308

República Federativa do Brasil

Dear Manager,

I'm writing to express my disappointment with our last order. On June 15, we placed an order for 3000 sets of Chinese Printed Shirting. When we discussed the matter on delivery, you promised that it would be made before October 20. However, We didn't receive the goods until ten days after the deadline, the delay in delivery has put us to great inconvenience.

What’s more, the consignment arrived yesterday, when we inspected it, we were surprised to find that about 300 pieces of clothes were wetted because the inner packing is damaged.

After that, we asked China Import and Export Commodity Inspection Bureau to make a survey that has confirmed our initial findings.The survey report indicates that loss was due to the outdoor improper stowage before shipment, for which you, the suppliers, should be responsible.

We have arranged for the sells of the Printed Shirting and planned to start as soon as the materials arrive. However, we will have to postpone the original orders from our customers owing to the delay and breakage of goods. This is bringing us much inconvenience.

Can you resend 300 pieces of clothes? We allow you another 10 days to prepare them. If you cannot guarantee delivery for whatever reason before November 10,we should ask for a complete refund of the money and full compensation for all our costs.

Yours respectfully,,

Anderson Silva

December 23, 2022

Mr. Li Hua

Marketing Manager

Shanghai ZhongDa Imp. & Exp. Co. Ltd

888 Handan Road

Shanghai 201300

People's Republic of China

Dear Sirs,

We are sorry for the delay in arrival and the damage of our goods. We understand your concern about the cargo delay and damage you mentioned in your letter. We are willing to do as much as we reasonably can to make things right.

As always, we packed and transported the goods in accordance with your requirements. As you know, as soon as we received the order, we took the initiative to deal with the matter and delivered the goods as quickly as possible. According to the usual time, our printed shirts can be delivered in 10 days, but the logistics company delayed them for too long, and we don't know what went wrong.

We were very surprised when we heard that the packing was damaged. All the packages were in good condition when the goods were shipped. I suggest you claim compensation from the express company for the delay and damage to the goods.

If we receive any more complaints about logistics, we will change to another logistics company. We will devote ourselves to the best service to our customers.

I can assure you that this inconvenience will be resolved and we look forward to regaining your confidence .

In the end, almost Christmas, early to wish you a merry Christmas.

Yours faithfully,

Li Hua

To: General Manager

From: Li Hua, Marketing Manager

Date: 23 December, 2022

Subject: Complaint Reply

I am sorry to inform you that there was a complaint about our last shipment to Brasilia Import & Export Co. LTD. Although we delivered the goods as quickly as possible, the logistics company's recent inefficiency caused the arrival of our goods to be delayed by a week. Not only that, about 300 of our color-printed shirts were wet in transit and they asked us to resend or compensate them.

I refused to re-delivery the shipment, after all, 300 color printed shirts are not small amount for us. This is entirely the problem of the logistics company. We have evidence to prove that our packages were in good condition when we shipped them. Therefore, I suggest that they claim compensation from the logistics company. If we get any more complaints about physics, I think we can consider changing to another logistics company.