Law Suet Ying, Trinity

852-5171 9744

trinitylaw15@gmail.com

Pe Liu

LXJ Technology Limited

Dear Pe,

Thank you for the opportunity to apply for the Management Trainee (Intern) role at your company. After reviewing your job description, you are looking for a candidate that is extremely familiar with the responsibilities associated with the role and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am a college student (3.23 GPA, Business Administration in Finance and Accounting) currently attending Hong Kong Baptist University. During my academic career, I also managed to accrue 10 months of work experience. I had the privilege of working for Shinewing (HK) CPA Limited in financial advisory service intern role in my free time, where I learned valuable professional skills such as accounts receivable, audits and financial reporting. In both my academic and professional life, I have been consistently praised as hard-working by my professors and peers. Whether working on academic, extracurricular, or professional projects, I apply proven organizational, problem-solving and communication skills, which I hope to leverage into the Management Trainee (Intern) role at your company.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific and abilities benefit your organization. Please contact me at 5171-9744 or via email [trinitylaw15@gmail.com](mailto:trinitylaw15@gmail.com) to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Trinity Law