Jun Zhou

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Dear Hire Manager,

RE: APS3 IT Digital Career Starter, Canberra

I am writing to express my strong interest in the IT Digital position at ACIC, as advertised. With my comprehensive background in information technology, a strong foundation in programming, and hands-on experience in customer service, I am enthusiastic about the opportunity to bring my skills and dedication to your team.

As a recent graduate from TAFE NSW with an Information Technology Diploma, I have acquired a solid understanding of key IT concepts and technologies. My relevant coursework includes Manage client problems, Microsoft 365, Azure, and Microsoft SQL database, providing me with the ability to find the root cause of issues. Additionally, my Information Technology Certificate IV from the Canberra Institute of Technology equipped me with skills in HTML, CSS, JavaScript, Java, Python, and C++, along with proficiency in Oracle PL/SQL.

My educational background, coupled with my bachelor’s degree major in Company Management from Dong Bei University of Finance and Economics, has endowed me with a unique skill set encompassing Customer Relationship Management such as communication and problem-solving skills, time management and data management. Importantly, my major in Company Management, which included an emphasis on Financial and HR Management, has provided me with a well-rounded perspective on business operations and organizational dynamics.

In addition to my academic achievements, I bring practical experience in customer service and IT to the table. During my tenure as a Customer Service Representative at Mizuho Bank in Dalian, China, I honed my communication skills while providing technical support and resolving customer issues. I efficiently navigated Mizuho banking systems and ensured compliance with data security policies, even contributing innovative ideas to improve customer support processes.

Furthermore, my recent role as a Centre Cook required me to respond promptly to requests from both customers and staff, demonstrating my commitment to delivering exceptional service. I maintained a hygienic workplace, followed food safety regulations, and ensured the provision of well-balanced nutritional meals.

One of my recent achievements includes a school project involving the development of an E-commerce web application. I collaborated with cross-functional teams, designed and developed high-quality software solutions, conducted unit testing, and adhered to Agile methodologies to deliver innovative solutions. This project showcased my effective communication and team collaboration skill and proficiency in ASP.NET/C#, HTML5/CSS, MSSQL, and Git.

~~I am drawn to [Company Name] because of its reputation for innovation and commitment to excellence in the field of [Industry/Field].~~ I am excited about the opportunity to contribute my technical expertise and passion for delivering high-quality solutions to your organization.

In conclusion, my diverse educational background, practical experience, and proficiency in IT make me a strong candidate for the IT Digital position at ACIC. I am eager to join your team and contribute to the continued success and growth of your organization. Thank you for considering my application. I look forward to the possibility of discussing how I can make a meaningful impact at ACIC.

Sincerely,

Jun Zhou