

## Mei He

494 Grove St East, Barrie, ON L4M 5Z1  
705-970-1723; 125234mary@gmail.com

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Dear Sir or Madame:

I would like to thank you for taking the time to consider my application. Currently, I am seeking a full-time position at your company.

Prior to attending Georgian College, I completed my university degree in Print Engineering. My education and practical work experience I gained have both immensely assisted me in the web design program and also complemented my knowledge and skill set in marketing communications. I am confident that my skills and experience would make me a valuable addition to your team.

I am hopeful and looking forward to eventually meeting with you to discuss any opportunities that my education, experience, and enthusiasm could benefit your team.

Should you have any questions for me or to set up an interview for employment you may contact me by telephone at 705-970-1723 or by email at [125234mary@gmail.com](mailto:125234mary@gmail.com).

I greatly appreciate your consideration of my candidature.

Sincerely,

Mei He

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## PERSONAL SKILLS

- Proficient in oral communication, customer service, decision making and problem solving
- Self-motivated, detail-oriented, with the ability to work well under pressure
- High sense of responsibility, hard-working, energetic with a strong career-ambition
- Fluent in English and Mandarin

## TECHNICAL SKILLS

- **Programming/web : HTML /CSS/ jQuery/ PHP / ASP.Net c#/ node.js**
- **Graphic: Photoshop, Illustrator and InDesign**

## EDUCATION

**Georgian College, Barrie, ON** 2014 - 2016  
Interactive Web Design- 2 year Diploma Program - (Co-op)

**NanJing Forestry University, NanJing, China** 2010 - 2014  
Bachelor's in Engineering (Degree) — Print Engineering

## WORK HISTORY

**ATOM Technology** 2016 – present  
UI Designer

- Design the ATM booster interface

**WebGoo Marketing Agency** September 2015  
Web Designer & Developer

- Design the website, print layout and building the website structure

**Mandarin Restaurant (Barrie, ON)** 2014- present  
Server

- Provide quality customer service with passion and enthusiasm
- Assist with client inquiries and consulting with supervisor

**China Tianchen Engineering Corporation, China** 2013  
Digital Print and Bindery Operator

- Designing the layout of brochures and engineering drawings
- Operating an industrial print machine and binding supplies.



Scott McCrindle  
Program Co-ordinator / Faculty,  
Interactive Web Design and Development  
School of Computer Studies  
Georgian College of Applied Arts and Technology  
One Georgian Drive, Barrie, ON L4M 3X9

May 10, 2016

To Whom It May Concern:

**Mei He** is an exemplary program graduate from Georgian College's *Interactive Web Design and Development* program. I have taught **Mei** a variety of courses in the program over the past two years, and have always been impressed with her consistent effort, her unwavering dedication and her abilities.

**Mei** is extremely committed to producing very high-quality work and her academic achievements put her consistently on the *Dean's List* every term. As a result, **Mei** has graduated at the top of her class *with honors* this Spring. Her love for technology and for building outstanding Web applications is clearly evident in her work.

Please consider including **Mei** as a member of your team. I think that you will find her contributions, energy and dedication an indispensable asset.

Best regards,

A handwritten signature in blue ink, appearing to read "Scott McCrindle", with a stylized flourish at the end.

Scott McCrindle.