Shihao Ying

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Dear Sir or Madam:

I’m writing to express my interest in the <Position> at <Company>. I’m the Operations Manager with Zendure USA in the past two years. I’m confident that my educational background and experience have provided me with the skills and experience necessary to excel in the fast-paced environment.

I established internal financial policy and seek to monitor budgets and sales numbers closely to identify area for improvement. I am known for enhancing performance through technology upgrades, implementing best practices, and improving financial situation.

Examples of my achievements includes:

* Internal system setup: I set up the NetSuite system for our oversea team, define product integration between accounting system and online store, and develop shipping path to lower 40% shipping cost.
* Daily operations: I managed the daily operation in the US market of a $1M+
* Multi-tasking: I’m working with multiple tasks on college, varying from homework due to teaching assistant jobs. I managed to finish all these tasks successfully every week. I got a highly accomplish from my professors.

I have attached my resume and cover letter detailing academic and technical knowledge. I hope to utilize my knowledge and technical skills at your company, and I would appreciate the opportunity to talk with you in the near future.

Thank you for your time and consideration.

Sincerely,

Shihao Ying