**COVER LETTER**

**HEAN SOTHEA**

Tel: 0973263147/ 0964829282

Address: Thmey Village, Samaki Commune, Brasat Balang District,

Kampong Thom Province.

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16 November 2017

House 97A, Street 15BT (Ta Phon),

Sansom Kosal 1, Boeung Tumpun,

Phnom Penh, Cambodia

Telephone: 023 6911 981

Email: [hr.coordiator@hydrologicheal.com](mailto:hr.coordiator@hydrologicheal.com)

Dear HR,

I’m writing to express my interest in **Province Sale Manager** role that opened up for **Prey Veng** Province. I am very interested and I believe that my skills and ability meet all of necessary requirement in this position, and I would appreciate your careful consideration of my credentials as presented in my resume.

The following are highlight of my skills and experiences;

* Go to field by motorcycle and help team leader for International Evaluation. Develop, train and follow up to groups, manage activities report.
* Help Staff Adult Facilitator to prepare document and training to adult for General Health HIV/Aids and Trafficking Child Protection.
* Has successfully completed the following course: Word, Excel, Publisher.

Enclosed is my resume for your review. I welcome the opportunity to discuss with you personally how my skills and strengths can best serve your company. I appreciate your time and consideration.

Sincerely,

Hean Sothea