

Zihan Tang

San Diego, CA
email@internet.com
555-555-5555

Professional Profile

Organized, highly motivated, and detail-directed problem solver
Computer-proficient with skills in Microsoft Office.

Education

Bachelor of Arts in Business Economy
University of California, San Diego, La Jolla, CA

June 2024

Relevant Experience

Summer intern, Cashier, Pizza Hat, La Jolla, CA

July 2021 - August 2021

Public Service & Engagement

Public library, Assistant Librarian, La Jolla, CA
Guiding children and elders to their reading area
Helping organize the books.

June 2022 – August 2022

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November 28, 2022

Pizza Hamburger
District Representative
123 Chandler Blvd.
Scranton, PA 18503
Burger Queen

Dear Mr. Hamburger,

I wanted to thank you for speaking with me about the history and company culture last week. During the Zoom meeting we talked about the possible opportunity for me to apply for a cashier at your restaurant. I would sincerely appreciate your willingness to share Michael Scott's contact information so that I may meet directly with him to learn more about the organization and discuss Burger Queen's growing needs. I have attached a copy of my resume in case you learn of any opportunity that you believe would be aligned with my career interests.

Please don't hesitate to contact me or forward my resume to the appropriate contact. Again, thank you for the generous support and interest in supporting my career development.

Sincerely,

Zihan Tang