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| Pham Duc Toan | | | | |
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| [Interviewer Name]  [Interviewer Title]  [Company Name]  [Company Address] | | Dear [interviewer name],  I am a data enthusiast with 2-year experience in the field of E-Logistics. After reading the job posting on [platform] for the [job title] role, I knew I had the necessary skills and qualifications for this position at [company name]. As a candidate who is capable of self-learning new skills and coping with high-pressure environments, I believe that I will perform effectively in short notice with my transferrable skillset as well as my data analytics toolbox.  While working at my previous company - [Previous Company] – as a [Previous Job Title], I extensively developed my expertise in [skill 01], [skill 02] and [skill 03]. While growing these skills, I stood out due to my [strong point 01] and [strong point 02]. Academically, I have completed a bachelor degree in International Business at UEH University, through which I equipped myself with [university knowledge 1] as well as [university knowledge 2].  My shot-term objective is to further apply my abilities as a [short term desired position], while simultaneously learning new capabilities within the area of [development area]. In the next 3 - 5 years, I would like to grow myself to become a [long term desired position] who create noticeable impacts by taking innovative initiatives in improving [improving aspects in your work]  I hope that you are able to observe my qualifications and my potential as a candidate for this [job title] role. I am excited to further elaborate on how my specific skills and professional experiences will bring values to your organization. Besides, I have an online CV attached in case you need to know more about my career journey. If you need any additional information, please do not hesitate to get in contact with me. Thank you for your time and consideration.  Yours sincerely,  [Candidate Name] | |