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UNAIDS TEAM

The Joint United Nations Programme on HIV/AIDS
Liangmahe street
Chaoyang District, Beijing, 100600

Dear UNAIDS team,

I am currently a postgraduate student at Huazhong University of Science and Technology and I am doing research in modeling and intervention evaluation of public health emergencies. I am interested in and good at analyzing infectious disease. UNAIDS represents an excellent opportunity for me to apply and expand my knowledge in a professional level. I am passionate about a career geared with SDG achievement. I have been taking effort on it since one of my teachers who is working for World Health Organization (WHO) as a consultant inspired me. I participated in Summer Global Youth Forum 2021 organized by international training Centre of the International Labor Organization (ILO) and I am currently involving in a UN internship preparation Programme launched by United Nations Institute for Training and Research (UNITAR). Most importantly, UNAIDS' vision that ending AIDS by 2030 which is help achieve sustainable development goals 3: healthy and well-being seems very meaningful to me.

I believe I am suitable for this position for 2 main reasons. First, I am a problem-solver with good communication skills. During my internship in Tencent, as an administrative assistant, I heard what employees said and took action to help them solve the problem. And also, during my internship in media Group, I was in the Information Technology department which is responsible for turning ideas into reality. What I needed to do is that discussed the ideas, the requirements for the improvements of products from other departments, maybe the Air Conditioning Division or Smart Home Division. And then transformed business needs into development needs. Second, I am quite good at project management. As a project manager during the internship, as a daily work, I organized the needs of product

improvements and assisted the senior technical manager in prioritizing these tasks and assigning them to the developers, and then tracking the progress on daily meeting.

I am also confident to contribute to the UNAIDS in a number of ways. First, I have an ability of absorbing, summarizing, and analyzing the information materials using the method of mind mapping. I could clearly organize and display the ideas. Second, I am quite good at time management. I am a goals-oriented people and I always find a sense of satisfaction when I succeed to identify the goals using SMART principles and divide them into small tasks. I could help manage and track a project.

Thank you for your consideration and I look forward to answering any questions you may have regarding to my qualifications in further details.

Sincerely,

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