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United Nations Development Programme  
Beijing, 100600

Wuhan, 430030

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**Subject: Strategic Planning, Risk Management, Monitoring & Evaluation Intern**

Dear UNDP team,

I am currently a postgraduate student majoring in information system at Huazhong University of Science and Technology. I am good at project management and proficient in data analysis using R. I am passionate about a career geared with SDG achievement and have been taking effort on it since one of my teachers who was working for World Health Organization (WHO) inspired me. Most importantly, UNDP represents an excellent opportunity for me to apply and expand my knowledge in a professional level. I am especially attracted by contributing to analyzing office-wide key evaluations, programme trend, portfolio breakdown data, and all related dimensions to aid senior management team's strategic planning and decision making. At the end of the traineeship, I hope to look back on some insights from the results of data analysis and be able to say that I played a major role in creating it. This would give me a great sense of satisfaction.

I believe to be a suitable candidate for 2 main reasons. First, I have a solid academic background related to this position. Since I have acquired a Bachelor's degree of management and am currently enrolled in a Master program of Information System, I am able to make reasonable plans to monitor overall project implementation and also feel confident to handle data-related issues. Second, I was able to blend this knowledge with work experience in Tencent Cloud and Midea Group. During my time being technical project manager intern in Midea Group, I was constantly required to organize the needs of product improvements and assist the senior technical manager in prioritizing these tasks, writing product documentations, assigning tasks to developers, and then tracking progress on daily meetings.

I am also confident to contribute to the UNDP in a number of ways. First, my computer skills could be useful for data maintenance and report analysis. In early years already, I experimented with data process tools such as R, Python, SPSS, Stata and Excel, resulting in an excellent grade on a course work of analyzing and predicting heart disease with a public dataset. For my research work which is analyzing the diffusion of infectious disease, I developed a R package using R programming skills. Second, the training experience in Summer Global Youth Forum 2021 organized by international training Centre of the International Labor Organization (ITCILO) and a UN Internship Preparation Programme launched by United Nations Institute for Training and Research (UNITAR) allowed me to build up the solid foundational knowledge a trainee at UNDP needs and work with people of different culture background.

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

Yours sincerely,

