Yichun Liu

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May 15th

Dear staff,

I am Yichun Liu who will graduate by May 2020. My major is Management and Systems, and I am very interested in the position you offered as a graduate project assistant during the summer and fall semesters. As you addressed in the posted job requirement, a business analyst works approximately 15 to 20 hours in fall semester and 35 hours in the summer section. Gladly, my schedule can perfectly fit in this demand.

I am interested in this position because I have advanced interpersonal skills, which I have developed since I worked as a marketing analyst in Siemens. Back to then, I acted as an agent in between Siemens and Shenzhen manufacturers using the products to sooth the communication processes on behalf of Siemens. During that experiences, I acquire active listening techniques that help me identifying problems accurately and effectively. Besides, I also pursued potential end users, such as integration businesses and design institutes, and communicated bidding process, price and system operation information. Additionally, I processed sales in accordance with Siemens's order process system, which including understanding software such as Coverpage, Dames-e and Delivery Note.

Furthermore, I possess a high command of Microsoft offices tools, such as Word, Excel, and PowerPoints. For example, I am familiar with advanced functions in Excel, such as V-lookup function, pivot table, and mathematical functions. Therefore, a mastery of the software listed above automatically boost my working efficiency and effectiveness.

Additionally, I am detail-oriented, well-organized, proactive, and a quick learner. Those qualities are certainly beneficial during the completion of preparing conferences, organizing documentations, as well as maintaining department calendars.

Thanks for your time and consideration,

Sincerely,

Yichun,