

Dear Hiring Managers:

I am writing to express my interest in the Human Resource Assistant position that was advertised by Indeed. I believe my education, skills, and personality will bring value to your organization.

I have a track record of assisting with complex and creative tasks. For instance during my internship at Brandt-Roberts Galleries, I wrote press releases, created social media posts, and generated outreach letters to media outlets, gallery clients, and associate artists. I also helped my supervisor research and evaluate anonymous artworks and import them from abroad to the US.

I have two years of experience with professional writing in English and Mandarin. During my time with College Daily, an international media company, I developed my personal channel with an increasing readership. I brought in 100,000 unique views with one long-form article. During my experience as a writer at The Lantern, I developed excellent written, verbal and teamwork skills. I identify myself as a driven and adaptable communications professional. This experience allowed me to develop multimedia skills such as video editing, photoshop, and the ability to leverage social media to enhance community engagement.

I've developed a resilience and can-do mindset that will add to your positive team culture. I believe my attached resume provides a complete account of my qualifications. I would love to further discuss this opportunity with you in-person or on the phone.

I appreciate your consideration,

A handwritten signature in black ink, appearing to be 'Yuting Yang' in a stylized cursive script.

Yuting Yang  
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