**Evan Tam**  
11305 SW 66th  
Portland, OR, 97223  
(503) 293-2816

January 13rd 2010

Staffing Solutions   
610 SW Broadway, Suite 500  
Portland, Oregon 97205-3406

Dear Sir or Madam,

I recently read some reviews of your company's great record in matching up people with diverse employment backgrounds with different companies in the Portland metropolitan area after having done an exhaustive search on temp agencies on the internet. I am specifically looking for a temporary position just for the months of January and February 2011. I have never done temp work before. Please accept this letter and enclosed resume for your consideration.

As you will see on the enclosed resume, I am a college graduate from Portland State University in 2008. Of noticeable interest is my diverse job and life experience. Having held different types of jobs during my high school and university years has helped me to more receptive to different types of jobs. I have recently come back from Argentina after having lived there for two years. Customer Service, interpersonal communication, language and basic computer skills are my areas of expertise. I have gained this experience in a variety of fields: hospitality, customer service and teaching. In addition, I am also more than open and willing to be trained to do new tasks.

Should you come across a company that would appreciate someone with my diverse background, please do not hesitate to call and leave a message for me at the above number. I look forward to talking with you regarding any temp position opportunities with Staffing Solutions. Within the next week I will contact you to confirm that you received my e-mail and resume and to answer any questions you may have. You may please contact me at (503)293-2816 [this is a home phone number] or e-mail me at [dalmavsbball@yahoo.com](mailto:dalmavsbball@yahoo.com) [The best way to contact is via e-mail].

Thank you once again for taking time to read this letter and considering me for a position.

Respectfully,

Evan Tam

Resume attached as MS Word document

Evan Tam

11305 S.W. 66th

Portland, Oregon 97223

(503) 293-2816

dalmavsbball@yahoo.com

**Objective**

A temporary administrative support position for January and February 2011.

**Summary of Qualifications**

**Professional Experience**

* Dealt with customers in a wide variety of atmospheres
* Athletic, travel, hospitality background knowledge
* Worked with people from diverse backgrounds and ages

**Skills**

* Exceptional listener and patient communicator who effectively conveys information verbally and in writing.
* Computer-literate performer with software proficiency covering wide variety of applications such as Microsoft Word, Internet Explorer, Excel and PowerPoint.
* Flexible team player who adapts to environments requiring ability to effectively prioritize and perform multiple tasks.
* Personable professional whose strengths include cultural sensitivity and an ability to build rapport with a diverse workforce in multicultural settings.
* Resourceful team player who excels at building trusting relationships with customers and colleagues.
* Enthusiastic, knowledge-hungry learner, eager to meet challenges and quickly assimilate new and reasonable concepts.
* Productive worker with solid work ethic who gives 100% effort to complete tasks while being organized, dedicated, and committed to professionalism.
* Multilingual Skills: Advanced oral & written Spanish
  + - * + Intermediate French and German oral & written
        + Pre-intermediate Russian oral & written
        + Basic Portuguese, Turkish & Mandarin (Chinese) oral

**Career History**

* English Teacher, Multilingua Language Institute – Neuquén, Argentina, March 2009 to December 2010
* Taught English to a variety of levels in groups of 10 and less
* Spanish Tutor, Self Employed - Neuquén, Argentina, March to December 2009
* Tutored students to speak spanish
* Customer Service/Check-in Agent, Mexicana Airlines (Huntleigh Corp) - , Portland, Oregon, April to July 2008
* Check in passengers and interpret from Spanish to English in Immigrations
* English Camp Counselor, ESBC Camps Germany - Dortmund, Germany,
  + June to July 2006
* Worked with children organizing and supervising activities in English
* Basketball referee, Portland Basketball Officials Association – Portland, Oregon, November 2002 to July 2008
* Refereed basketball games in the Portland Metropolitan area
* Cashier, Burger King - Tigard, Oregon, February 1999 to July 2001
* Handled cash transactions and food orders

**Education & Certification**

Bachelor of Arts in Spanish

Portland State University, Portland, Oregon.

Minor: Russian • 2005 – 2008

Portland Community College, Portland, Oregon

Studies: French, Spanish & Russian • 2003 – 2005

Tualatin High School, Tualatin, Oregon

High School Diploma • 1998 - 2002