

Yao ZHENG
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Dear manager,

I am writing to apply for the position of Purchasing Coordinator (Melbourne) which was advertised on Indeed.com.

I have enclosed my CV to support my application. It shows that I would bring professional skills to the position, including:

- **Experience :** I have 3 years' experience as an international sales in the manufacturing industry (waterproof building materials) in China and 2 years' experience of export coordinator and documentation. I participated in the industry exhibitions in Las Vegas and in Shanghai many times.
- **Performance:** My best personal sales is US\$5 million annually.
- **Education:** I have got the Master degree of Accounting and Marketing in the University of Adelaide.

With regard to my ability to meet the specific requirements of this job:

- Familiar with the operation of import and export shipments.
- Having years of experience in international business negotiation.
- Having professional knowledge and ability of marketing research analysis.

About myself:

- I have right to work in Australia, and I am a working visa holder (24 months left).
- I am living in Adelaide now but I am moving to Melbourne before Christmas.

I would appreciate the opportunity to apply this position. I can be contacted at all times on the details provided above.

Thanks for your time,

Yao ZHENG