Jinny Mao

187 Collins Street

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Sep 6,2018

Dear Sir

I would like to apply for the position of Purchasing Coordinator. I have 7 years work experience mainly as customer service in the foreign company in China. Coordinating is the mainly work for these years. Chinese is my mother language, but I am fluent in Japanese & English as well, as I have been using them during the work. Since my previous work also a very fast -paced environment, so I am not only fully able to work independently but also have good team-spirit as well. I have a strong sense of responsibility with an eye for details. I can fulfill the job under a high pressure environment. I am an enthusiastic, outgoing person and confident in working with people.

I am holding a working holiday visa but the expire date will be 15th Aug,2019. I will be settled at Melbourne for this year. So I am stable and full able to work full time during this time.

Kindly find more of my working experience in the resume. Looking forward to hearing from you.

Sincerely,

Jinny Mao