**Sol** **Chien**

**56 Warrawong Drive Berwick VIC 3806**

**Mobile: 0466060555**

**Email: sol.chien@gmail.com**

**1/10/2018**

**To whom it may concern:**

**I wish to apply for the position of Purchasing Coordinator as advertised on the seek Job Search Website on 1 October 2018.**

**For the past 20 years I have served as senior lecturer in University、project manager and manager in IT industry. In these positions I am responsible for project management、 Instruct IT computer courses. I am well experiences and capacity to work effectively and know how to response and provide administrative support to organization to meet task deadline. I also responsible for multiple activities for Information Management Department, support department related enquiries and act as contact point for this office and student at JinWen University of Science and Technology. I am able to work under pressure and as part of a team to meet management and education support requirement.**

**As you will see on the enclosed resume which can only highlight my qualification. I would be very pleased to discuss my application further with you at your convenience. Please contact me at the above address and mobile phone number. I look forward to arranging an appointment for a personal interview.**

**Yours sincerely,**

**Sol Chien**