

I. ASSESSMENT RECAP

Length: 750 words total

Task: a cover letter detailing how you are qualified for the position advertised

The job posting:

- About Asia Group Advisors:
 - Business advisory and public affairs consultancy in Southeast Asia.
 - Operates in various sectors, including agriculture, energy, finance, and the digital economy.
 - Teams in Bangkok, Hanoi, Jakarta, Kuala Lumpur, Manila, Singapore, and Yangon.
- Role Overview:
 - Analyst position in Hanoi.
 - Seeks Vietnamese and English-speaking candidates with expertise in Vietnam's business, politics, and economics.
 - Prioritizes candidates with experience in government relations, corporate affairs, or strategic communications.
 - Requires strong research and writing skills, ability to produce concise briefings, and a Master's degree in relevant fields.
- Responsibilities:
 - Drafting memos, briefings, presentations, and reports.
 - Conducting media monitoring, analysis, and research on regulations.
 - Attending meetings, preparing notes, and working on special projects.
 - Assisting in website and social media management.
 - Supporting operational and administrative activities.
- Desired Skills:
 - Strong research and writing skills.
 - Proficient in English and Vietnamese.
 - Interpersonal negotiation and communication skills in cross-cultural environments.
 - Excellent computer skills (Microsoft Word, Excel, and PowerPoint).
 - Teamwork, adaptability to changing priorities.
- Application Details:
 - Desired start date: Immediately.
 - Competitive starting salaries based on experience.

- Applications must clearly state qualifications exceeding the required skills and experience.