

SKILLS

Business understanding

Analytical skill

Driving for results & innovations

Strategic Management

Interpersonal skills

HONORS AND REWARDS

HO CHI MINH CITY OPEN UNIVERSITY

Scholarship 2020 & 2021

- Scholarship 3 terms for **distinction student**

Certificate & Academic Transcript 2021

- Highest grade in International Trade Centre course (NTMs and market access): 9.7/10

Second prize 2021

- Runner-up to "Going to English Classes While at Home" competition in individual category

HO CHI MINH CITY CONSERVATORY OF MUSIC

Television Show 2021 – Present

- Being qualified **performing artist** for "Go Cua Am Nhac" – musical **concert show** procasted on HTV channel

Conservatory concert 2021 – Present

- Being **member** of SMGO **performed** in "The Ensemble" **concert** in HCMC Conservatory

Entrance exam result 2017

- **Second highest grade** on the admission exam in major Conductor

JOY FOUNDATION

Live concert 2024

- Being **artist performed** in "FOREST HARMONY No. 2: GIEO." **concert**

EXTRACURRICULAR ACTIVITIES

★ Objective

– **Short term:**

- Give myself **productive breaks** with my own hobbies.
- Be equipped with **essential life skills** to **develop** myself.

– **Long term:**

- Get the opportunity to **explore my potential** and **unlock the passions**. Also, diversifying the interests **broadens the worldview** and **create broader perspectives**.
- Provide me chances to **expand my social network**.

★ Key Results

JOB FAIR – HCM UNIVERSITY OF TECHNOLOGY

Organization Board Member Sep 2019

- Came up with ideas for programmes running.
- Led organizing and hosting music part for the event.
- Supervised and managed risk during event-running.

WORKSHOP – U.S. CONSULATE GENERAL HCMC

Administrative assistant Nov 2019

- Associated with U.S. Consulate General HCMC in "News Literacy & Responsible Readers" workshop.
- **Supported** the administrative work of the organizer.

CAMPAIGN – PROVIDING FREE MEALS TO THE COMMUNITY DURING PERIOD OF COVID-19 SOCIAL DISTANCING (BONG SEN CHARITY)


Volunteer April 2020

- Supported the staff in all aspects of dining.

Personal tutor (part-time job) Oct 2017 – 2021

- Tutored in English, Music and Natural science subjects for middle school students.
- **Boosted student's level** (GPA increased by 3 points).

Ngo Thanh Hong Phuc

 Binh Thanh District, Ho Chi Minh City



[Redacted]



[Redacted]

September, 2024

Human Resources Department

ROYAL SCHOOL

Ho Chi Minh City, Vietnam.

Dear manager,

My name is Ngo Thanh Hong Phuc. I am a fresh graduate student from Ho Chi Minh City Open University, also a freshman currently attending Ho Chi Minh Conservatory of Music.

I am writing to express my interest in **Music Teacher** position listed on the website: [Redacted]

With regard to your requirements, I am confident that I would be an excellent fit for this job. Besides the successful internship, I always desire to embrace myself with new challenges and also expand my knowledge to achieve my full potential in new roles. Carrying out some research on the labor market, I have been inspired by the unique features of Music Teaching. This has motivated me to cultivate, learn more about it and apply for this job.

Although my previous field of study and work is less relevant to the job, I am completely confident that I can learn fast the knowledge and skills to perform well in the new role. I am assured about my personal advantages that I have gained from the internship.

In both my academic and professional life, I have been consistently praised enthusiastic and quality-oriented by my professors and peers. Whether working on academic, extracurricular, or professional projects, I try my best to apply proven problem – solving, creative thinking and strong interpersonal skills, which I hope to leverage into the Music Teacher role at your company.

I expect the opportunity to discuss your company's requirements and how my experience and skills may be beneficial to ROYAL SCHOOL. I believe that my professionalism and enthusiasm will be significant values to your company.

I've enclosed my resume giving details of my education, qualifications, goals and experience. Thank you for considering my application. I would appreciate the opportunity to interview and look forward to hearing from you in the near future.

Yours sincerely,

Ngo Thanh Hong Phuc