**PHUONG ANH TRINH**

**Fresh graduated at Foreign Trade University**

To whom it may concern,

I am a fresh graduated who is now seeking opportunities of a job to acquire more practical experience and put my knowledge into the real world.

As you can see, I graduated my university majoring at Business Administration. Supposing that knowledge gained from school in these years is not enough and I have never been to work before, but key talents I can bring to your organisation include trying and striving the best at work, accountable for a work, always learning and developing. So I am quick to pick up new skills and eager to learn from other. And not less importantly, I have the passion and enthusiasm of youth to get all jobs done efficiently.

I would be delighted to discuss any vacancy with your at your convenience. Please take a moment to review my attached CV. Thank you for you time and consideration.

Yours sincerely

| **PHUONG ANH TRINH**  **Fresh graduated at Foreign Trade University**  Fresh graduates of a university with four years knowledge of Economics various skills from activites, and youth passion and activeness now looking forward to participate in an intership with your company. | | **🏛** D5 street, Binh Thanh distric, HCMC  **🕿** 0946-848-678  **🖂** trinhthiphuong  anh1997@gmail.com | |
| --- | --- | --- | --- |
| **✯Work & Education**  2015 Foreign Trade University  Student from September 2015 to Present  Major in Businsess Administration  2014 Nguyen Khuyen High School  Student from September 2014 to June  2015  Study as a Mathematics student  2012 Ben Cat High School  Student from September 2012 to June  2014  Study as a specialized student | **🛠 Skills & Experience**  🖹Word ✯✯✯✯✯✯✯✯✯✯  🖹Excel ✯✯✯✯✯✯✯✯✯✯  🖹Communication ✯✯✯✯✯✯✯✯✯✯  🖹Teamworking ✯✯✯✯✯✯✯✯✯✯  🖹Data Analysis ✯✯✯✯✯✯✯✯✯✯  🖹English ✯✯✯✯✯✯✯✯✯✯  🖹Powerpoint ✯✯✯✯✯✯✯✯✯✯  🖹Presentation ✯✯✯✯✯✯✯✯✯✯  🖹Thinking ✯✯✯✯✯✯✯✯✯✯  🖹Problem Solving ✯✯✯✯✯✯✯✯✯✯  🖹Social ✯✯✯✯✯✯✯✯✯✯ | |
| **🏟 Results & Awards**  2017 Achieved Grade Point Average of 3.29  ( over 4.0 )  Foreign Trade University  2013 First Prize in the Violympic math  Competion  Prize winner in Mathematics grade 11  2013 Consolation prize in English IOE  Competion  Prize winner in grade 11 |
| **⬤ Hobbies & Interests**  **🛆** Finance  **🛆** Analysis  **🛆** Marketing **🛆** Sales  **🛆** Music **🛆** Reading | |
| **🏗 Work experience**  **Intern at the Jobstreet company** | |