January 17, 2014

SUNY Korea

119 Songdo Moonhwa-ro,

Yeonsu-Gu, Incheon,

Korea 406-840

Attention: Assistant manager

Dear HR manager:

I am excited to have the opportunity to apply for the position of assistant manager at SUNY Korea. I first heard of SUNY Korea while preparing my creative literature class, I was impressed by the unique and innovative education of SUNY. Since then I was always wanted to participate as a member in one of SUNY Korea.

I have been well trained in the field of educational contents and can offer useful plan to your university. First, I have experience planning educational programs for young people for 2years as a teacher by Korea Arts & Education Service and I was in charge public relations of the programs. These precious experiences will be helpful to operate your educational courses. Second, I have managing skill necessary to settle a problem when an assistant manager may face and to collaborate with 3rd parties from public and private sector.

Also, I have practical skills necessary for everyday task that I required. I am proficient in computers. Actually my English isn’t fluent, but I have a good quality leaning work faster than any other people as well as foreign language. Because what can I say when you persist enough to finish the work I responsible personality. Moreover I hope that you may consider my eagerness.

I thank you for your time and for giving me the opportunity to show my interest in your university. Please consider carefully that I can offer to this position and let me know if I can meet you to discuss these matters. Do not hesitate to contact me if you have further questions or inquiries.

Thank you so much.

Ji-hye YUN.

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