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 for my creative literature class. I was impressed by the unique and innovative education of SUNY. Since then I always wanted to participate as a member in SUNY Korea.

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

Also, I have practical skills necessary for required daily task. I am proficient in computer.

I am a fast worker and have a responsible personality. I hope that you may consider my eagerness.

I sincerely appreciate for your time and for giving me the opportunity to show my interest in your university. Please consider carefully and let me know if you would like to meet me to discuss these matters. Do not hesitate to contact me if you have further questions or inquiries.

Thank you so much.

Ji-hye YUN.

8, Majeon-ro 99beon-gil,

Seo-gu, Incheon, SEOUL 404-820

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