



**JOEY  
GANBAATAR  
PUREVDORJ**  
GRADUATE STUDENT

1725 S Marion Ave, Apt A307  
Springfield, MO 65807  
417 619 8278  
[gan5@live.missouristate.edu](mailto:gan5@live.missouristate.edu)

Sharon Lopinot  
College of Education  
Hill Hall 230  
901 S. National Avenue  
Springfield, MO 65897

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Hello Ms. Sharon Lopinot,

My name is Ganbaatar Purevdorj, I go by Joey. I am applying for the College of Education – Dean's Office graduate assistant. I am thrilled to see this position available because I think I will be an excellent candidate.

I am currently pursuing my Master of Business Administration and am expected to graduate in May 2020. I am planning on adding a cybersecurity graduate certificate to go along with my master's degree, which could extend my graduation date to December 2020. Prior to this, I have graduated from Missouri State University in 2017 with BS - Computer Information Systems.

During my studies in the undergraduate degree, I have gained extensive knowledge of web design including HTML, CSS, PHP, JavaScript, and SQL. I have learned a lot about Microsoft Office beyond basic functions such as making a macro and even visual basic to edit the macro to fine tune the automation further. I have been interested in graphic design from when I was young and have learned how to use a photoshop as a result. I have even considered pursuing a degree in graphics design, but I decided I have better future in software and web development. To demonstrate my knowledge of photoshop which could come in handy for creating and editing documents, pamphlets, and flyers, I took the liberty of making my resume and cover letter in photoshop, I hope you do not mind. I have also made a website for this application to demonstrate my web design/HTML knowledge, you can find it on [www.ganbaatar.info](http://www.ganbaatar.info). I also think I am a good problem solver because if there is anything I do not know, I enjoy learning about it and take pride in solving the problem and learning new things.

After reviewing my resume, I hope you agree that I am the candidate you are looking for. I would be happy to elaborate on how my skills and abilities will benefit the College of Education – Dean's Office. Please contact me at (417) 619 8278 or via email at [gan5@live.missouristate.edu](mailto:gan5@live.missouristate.edu).

I would be honored to be considered as a candidate because I think of MSU as a second home, everything I have mentioned above I have learned here, and working at MSU would be a way for me to give back to this amazing community. Thank you for your consideration, and I look forward to hearing from you soon.

*Joey Purevdorj*