Dear Human Resource Team,

I am writing to express my strong interest in the position of Overseas Division Trade Affairs. I would like to bring my business experiences, determination and patience for the success of the position.

In undergraduate school, besides taking part in international programs as a volunteer, I founded a student club to connect students with our immediate community in Hanoi to improve leadership and interpersonal skills. During three years, I gathered over 100 students and organized events which reached out to thousands of children.

After graduation, it is due to I wanted to move out of the comfort zone and to understand differences among different regions of Vietnam and among industries, I worked for Taydolongan Material Joint Stock Company as Sales Assistant to CEO and Toyota Motor Vietnam as CKD staffs responsible for supplying car parts for the manufacture. They give me hand-on knowledge and experiences in supply chain process as well as sales management.

Additionally, studying MBA in Japan also gives me unique experiences. My academic record is ranked 1st in my batch in Management Minor.  Through my presentation about Vietnam in Global Leader program of Institute of Business and Accounting, I could manage to develop a business connection with Oman businessman regarding coffee product. Moreover, I have accumulated much more practical knowledge through real case studies in class. They will be a reliable and diversified source for me to apply in future job.

The chance to join your company in the position of Overseas Division Trade Affairs me is an exciting opportunity. I have enclosed my resume for your further consideration. For further information, you could contact me via [minhduong.nguyen@outlook.com](mailto:minhduong.nguyen@outlook.com) or +81 (0) 90 5907 6819. I am looking forward to hearing from you soon.

Best regards,

Minh Duong

Nguyen Minh Duong