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Senior Customer Service Manager
General Electric Energy Connection
Markham, Ontario L6C 0M1
Canada

Dear Hiring Manager:

My understanding is that you are seeking a candidate with a Bachelor in Engineering or Business degree. I bring to qualifications that briefly include:

- Strong knowledge of Social Media tools
- Proficiency with MS office Word, PowerPoint, Excel
- Great personality with excellent interpersonal skill
- Critical thinking, problem-solving skill, and strong leadership skills.
- Awesome data analyzing skills

In addition, I have been a tutor for Excel Lasonde for one and a half year, which is a free tutoring service provided by Lasonde student government. During this time, I demonstrated my skill with giving concise but informative instructions. Also, since we are a small organization my responsibilities also branch into advertising and administrative tasks, which gave me great experience in using social media tools and creating instructive media.

Furthermore, as an elder member in our CSDC satellite project, I would often engage in info seminars where I would introduce our project to new members in our club.

I would be delighted to have the opportunity for a personal interview and can, of course, be available at your convenience. Thank you in advance for your time and consideration and look forward to what I anticipate will be the first of many positive communications.

Sincerely,

Kuanghua Qiao