

Ryan Hsu
Fremont, CA
ryanhsu999@gmail.com
(341) 356-1919
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Dear Hiring Manager,

I am writing to express my interest in a position within your organization. As a dedicated and dependable individual with experience in education and volunteer service. I am confident in my ability to make a positive contribution to your team.

My background includes a teaching assistant role at American High School, where I supported students and assisted the Instructor with daily responsibilities. I've also been an active volunteer with organizations such as the Ohlone College Basic Needs Resource Center and Tri-City Volunteers Food Bank, where I gained valuable experience in community service, logistics, and public-facing support roles.

Across all my roles, I have demonstrated strong organizational skills, a commitment to helping others, and a willingness to learn. I am proficient in tools such as Google Workspace and various Adobe applications, and I bring a positive, adaptable attitude to every task or challenge.

Thank you for considering my application. I would welcome the opportunity to further discuss how my skills and experiences align with the needs of your team. Please feel free to contact me at your convenience.

Sincerely,
Ryan Hsu