

# POR SIVTEA

Apply for: documentation clerk



## CONTACT



+855 0975065499



[porsivtea@gmail.com](mailto:porsivtea@gmail.com)



Mebonn Commune, Svay Antor  
District Prey Veng Province.



0975065499(@Tea\_TTT)

## COVER LETTER

### Dear sir/madam

Nowadays, I'm studying at National University of Cheasim Kamchaymear (NUCK). My major is Computer Science. I got a news that your organization need to choose a lot of employers for work. I have known this news because I heard it from my Teacher and sister told me. I'm really interesting on it.

According my experiences and ability, if you get me into your organization, I believe that I can work better. I used to do the volunteer work in my university. Moreover, my teacher asking me as a volunteer to making a club study to teaching my friends and children in the village and at school. And I used to work at two private school in the position of accounting, graphic design and teaching.

I'm really interesting on this position (documentation clerk). I can get some new experiences more, know about new people, new knowledge and new places. If I can work in your organization, I will try my best to do this work.

Finally, I am looking forward to hearing from you and learning more about this job. I hope you give a chance for me. If I can work in your company, I will try my best to do it well.

Yours sincerely,

**POR SIVTEA**



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## HOBBIES

- Listening to music
- Reading books
- Internet research
- Research some general knowledge
- Drawing picture
- Play football
- Teach to other
- Process something
- Fashion Design

## REFERENCE

Name : Vin Savy

Position: Teacher

Tel : 0977717474

# Apply for: Documentation Clerk.

## PERSONAL

Name	: POR SIVTEA
Sex	: Female
Nationality	: Cambodian
Marital status	: Single
Date of birth	: 16 - JUNE - 2005
Place of birth	: Mebonn Commune, Svay Antor District Prey Veng Province.

## EDUCATION

2022- Present	Studying Bachelor degree of Computer Science, the four year At National University of Cheasim Kamchaymear
2019- 2022	Finished at Hun Sen Svay Antor High School.
2016- 2019	Finished at Mebonn Secondary School.
2010- 2016	Finished at Mebonn Primary School.

## OTHER SKILLS

Computer	Microsoft word, Excel, Powerpoint, design (poster, banner, backdrop, cut video,.....) , Computer program.
English	Grammar in use, Element, Pre-intermediate, ....

## LANGUAGES

Khmer



English

