**Shiyao Wang**

1643-B S Hayes Street, Arlington, VA 22202 | (202) 702-1004 | swang5@imf.org

Dear Hiring Team,  
  
I am excited to apply for the E T Temporary position at the IFC. With my education, experience, and skills, I am confident that I can excel in this role and make meaningful contributions to the team.  
  
I graduated in 2018 with a Bachelor of Science in Economics from my local university and have 7 years of experience in a variety of administrative positions. Throughout my career, I have consistently demonstrated my ability to successfully handle multiple tasks, exercise sound judgment, and stay on top of fast-paced work environments.  
  
Moreover, I possess all of the technical skills outlined in the job description, including the ability to use multiple computer software applications and maintain a superior level of professionalism. My excellent phone manners, attention to detail, and exceptional organization skills are just some of the reasons I would be an ideal candidate for the position.  
  
Finally, I have a strong team spirit and am willing to take on additional challenges and responsibilities - as I seek to understand the big picture while also benefiting the corporation. My positive attitude and enthusiasm for my work are evidenced by my exemplary work ethic and my self-starting attitude.  
  
Thank you for considering my application and I look forward to hearing from you.  
  
Sincerely,  
  
[Your Name]

February 26, 2023