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April 22, 2013

RIT Community  
One Lomb Memorial Drive, Rochester,  
NY 14623-5603  
U.S.A.

Dear Sir/Madam:

I am writing to apply for a graduate assistant position. It would be a pleasure to have an interview with you so that I might demonstrate how my abilities and characteristics fit your needs precisely.

As you'll see from my resume, my academic and leisure activities have given me the capacity and confidence to work with people from a variety of social backgrounds. The breadth of my interests and abilities covers a wide area of responsibilities. I can do well in many different kinds of environments.

What my resume does not reveal is my easy-going personality and my attitude. I am hard working and always willing to learn. In addition, I always think positively and can work well under pressure. I believe that I would do an excellent job in any task. Please do not hesitate to contact me.

Sincerely yours,

Grace E. Chang

## **Grace E. Chang**

Mobile Phone: +886-987-654-765

E-mail: gracegrade4@yahoo.com.tw

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### **☞ OBJECTIVE**

Obtain a GA position in Rochester Institute of Technology.

### **☞ EDUCATION**

FU JEN CATHOLIC UNIVERSITY 9/2009 – 1/2013 (**Top three in class**)

NATIONAL PANCHIAO HIGH SCHOOL 9/2006 – 6/2009

### **☞ WORKING EXPERIENCE**

- |                      |   |
|----------------------|---|
| 3/2013-Present       | Intern at Fixed Income Department of Concord Securities Co., Ltd.   |
| 1/2013<br>(63 hours) | Intern (Industry-University Cooperation) at Huanan Investment Trust Corp. (Do Research and Sales Presentation )                                       |
| 2/2012-10/2012       | Part-time at the Financial Investment Lab of the Department of Finance and International Business   |
| 2/2012-6/2012        | Volunteer (Industry-University Cooperation) at Eastern Wind (Amenity Global Inc.)<br>(Product and project designing, Marketing, Financial Management) |
| 9/2011-1/2012        | Volunteer (Industry-University Cooperation) at San-chi New Life Farm (Project planning and Fundraising)   |
| 6/2009-9/2009        | Intern at Chia-chai Co.<br>(Doing financial and information management)   |
| 2007 (2 Days)        | Part-time Job at the High School Entrance Exam in Panchiao High School  |
| 7/2006               | Part-time Job(Telephone Sales) at Lin Guan-Jie Cram School  |

### **☞ SKILLS**

#### **Interpret(Mandarin/English)**

- Interpreter at the 2011 Taipei International Machine Tool Show
- Interpreter at the 2010 Fall American Education Fair

#### **Teaching**

- |                  |   |
|------------------|---|
| 7/2012 (1 month) | English Teaching Assistant in the Global English Outreach Program of the Catholic University of Korea |
| 9/2011 – 10/2011 | Teacher's Assistant of English Listening Comprehension  |
| 7/2011 – 8/2011  | Financial Management Tutor- For last minute dash before test  |
| 6/2009 – 2/2010  | English Tutor   |

## Social/Communication/Eloquence

2/2012 – 1/2013 Volunteer of International Student Buddy Program

- Receptionist and Part-time at the 2nd Council and International Seminar of UMAP (University Mobility in Asia and the Pacific)
- Attendent at the International University Presidents' Forum: On Community Engagement and Higher Education

## Document Processing

- Excellent at Microsoft Word, Excel, PowerPoint, FrontPage
- Chinese/Mandarin Typing (80~120 words/min.)
- English Typing (About 60 words/min.)

## ☞ ACTIVITIES

- Senior Year: Representative of College of Management of Fu Jen University Affairs Conference, Consultant of "English Lab" Club, Consultant of Badminton Team
- Junior Year: Class Leader, President of "English Lab" Club
- Sophomore Year: Class Leader
- Freshman Year: Vice Class Leader, Ballroom Dancing Club
- Freshman Year to Junior Year: Badminton Team and Girls' Basketball Team of the Finance and International Business Department
- Senior High School: Public Relation Practitioner of Information Club, Manager of the School's Boys' Volleyball Team, English Teaching Assistant (3 years)

## ☞ HONORS

- Qualification for The International Honor Society Beta Gamma Sigma
- Membership of the Honor Society of the College of Management of FJU
- Fu Jen Catholic University (FJU) Presidential Award(6 times)
- 2nd place in FJU 5th Competition of Multiculturalism Voluntarily Learning
- Top three in English Speech Contest, Writing Contest, Reading Contest, Singing Contest, and Listening Comprehension Contest (Total of 11 times)
- School Representative of English Singing Contest for the Tainan English Education Fair
- Best Application and Best Challenge Passers of the Ministry of Education Intelligent Ironman Creativity Contest
- 2nd place in Scientific Exhibition of Banchiao High School, Representative of senior high school in the Scientific Exhibition of New Taipei City
- 2nd place in Scientific Exhibition of Junior High School, 2nd place in the 44th Scientific Exhibition of Tainan City
- CPR (cardiopulmonary resuscitation) certificate

- Ballroom Dancing Club Competition (5 competitions, all top five)
- A bronze medal of Physical Fitness
- 5th place in Girls' 200m Running Competition
- Swimming Certificate- Advanced level (Freestyle, Breaststroke, Backstroke, Butterflystroke 40M each)
- Top 3 in internal swimming competitions (total of 5 times)

### ☞ **EXTRA-CURRICULAR LEARNING**

- Active Participation in the “2012 CUK (Catholic University of Korea) Global Summer School”
- Passed the social studies class in CUK Global Summer School
- Got A+ in Elementary Korean Classes (Listening, Speaking, Reading, Writing) of CUK Global Summer School
- Spanish Class of Ministry of Education Outstanding Plan
- Certificate of "Elementary Course of Enterprise Personnel Training Program" for college student
- Participated in the YOUTH FINANCE CAMP sponsored by China Youth Corps and Shin Kong Finance Holding Co., Ltd.
- Participated in the “Fifth Annual Competition of Business Management Case Study”
- Year 2006 & 2007 Conference Seminar of the Formosan Medical Association
- Psychology Camp of National Taiwan University
- Medical Camp of Taipei Medical University
- Life Science Winter Camp of Song-Shan Senior High School

### ☞ **PERSONAL**

I cherish every moment in my life. I work hard, play hard, do exercise to keep healthy, and make myself and others happy as much as I can. I am very curious, so I love to learn new things, having tons of hobbies including all kinds of sports, finance, business, psychology, medical, etc. And once I'm into something, I'd do it to the best.

## Autobiography – Grace Esther Chang

My name is Grace, and I was born with this name because a horrible car accident happened when I was in my mom's tummy. It was amazing nobody died or was hurt, so my parents decided to call me "The Amazing Grace." **Because of the accident, I believe that I am blessed, and I cherish every moment in my life. I work hard, play hard, do exercise to keep healthy, and make myself and others happy as much as I can. I do everything to the best.**

**Since I was a little girl, my parents have been very busy, and for many reasons, our family frequently moves to other places. Therefore, I am very responsible, brave, easy-going, optimistic, and good at socializing.** I am also a very curious girl, so I love to try all kinds of things, which leads me to having a lot of hobbies, joining many activities, and making many friends.

**I have excellent performances in my studies and extracurricular activities. My class rankings of each semester are all within 10%.** I concentrate my efforts in class and like to think over things I have learned. The teachers appreciate my attitude and also the kindness of teaching others. Besides tutoring English and Financial Management, I also teach my classmates and learn more with them. Because of the good relationships between me and the teachers and classmates, I have been the class leader. Due to the great performance, I was invited to the BGS Honorable Student Association of the Management Department. After I joined in, I found that the students in this association all have a kind heart that wants to help the society. We cooperate with social enterprises, use the knowledge we learned in school, and help them by all what we can.

**For the extracurricular activities, I was the president of "English Lab", which is a club of our department. I led my team members to bring a splendid English environment for our department.** Though I teach others English, I still keep improving my English by listening to ICRT and by attending English competitions where I can train myself and learn more from the other competitors. I have also been an English interpreter at an international machine tool show and an American education fair. When I was a junior, I had also been an attendant of the president and dean of The Catholic University of Korea in an International high education president forum. After my being an attendant for two days, they gave me big thumbs and invited me to Korea in the summer. I also attended the Buddy Program of our school. We help the foreign exchange students to get familiar with our school and our country. Not only did they learn from us, but we also learned

different languages and culture from them. Besides learning in school, I also learned out of school. I attended many lectures and read magazines to learn new things and “be global”. On the other hand, I attended the badminton team and the girls’ basketball team of our department. Exercising, enabling me to be healthy and energetic, is very important. I was also a member of the Ballroom Dancing Club. Having good performances in the club, I had won 5 awards in some ballroom dancing contests.

**The reason why I want to learn different things by all different kinds of ways is because I want to make my dream come true.** I want to create a school for everybody, not only for children. In this environment, I hope that everyone can learn to be happy. The more money you have, doesn’t mean the more happiness you own. Money can buy lots of things, but cannot buy happiness. For one to be happier than now is to change the thoughts of a person. For example, the movie “3 Idiots” really inspired me that many countries need good education, like teenagers in Taiwan; they don’t know what they want to do in the future, they just study because their parents tell them to do so; study for a diploma, or for higher salary...etc. So in this school, I hope they can find what they like and what they want. After finding their goal, they will be more eager and happier to learn more; instead of just being forced to do something (studying) they don’t even know why they’re doing it. I want everyone to be happy, and happiness comes from the heart of each person. You can’t change the environment one comes from, but you can change one’s thoughts, and that is what I want to do in the school. I also want everyone to learn things that can’t be learned in school nowadays, for example, ethics and morality. **I want the world to be full of happiness, which leads to my dream-- World Peace. Though it seems like a long way to go, but as long as I am alive, I will keep walking through the path to my dream.**

**To create a successful and organized school, having the knowledge of planning, leadership, management, marketing, and so on is essential. So I hope I can get a GA position to eliminate my burdens for attending your school’s MBA program, which enables me to gain not only professional knowledge, but also practical experience. In addition, I can also learn a lot while being a GA. I believe that I have the attitude and the abilities you require. Therefore, I hope to get a GA position in your school. I would really appreciate you giving me the opportunity to be a GA, and when I graduate, I will give feedback to the school as well as the society. It will be my pleasure to work and study in your school, and I will do my best to do my duty and perform well.**