Yuqi Gong

133 Stockbridge Hall

PO Box 5378

Fargo, ND 58105

701-893-5392

March 28, 2013

Daniel Greer

Area Director for Greek Circle, Racquet Club, and University Commons

Center for Residence Life

Rochester Institute of Technology

Dear Daniel Greer,

I am responding to the e-mail I have received for an Graduate Assistantships in the Division of Student Affairs of Rochester Institute of Technology. I am currently a senior of North Dakota State University majoring in accounting.

Although I have enclosed a resume, let me elaborate on my achievements. I have been on the dean’s list for the 2010-2011 academic year and 2012 spring.

Although not a native English speaker, I have no problem with communication. I have got a 94 score in TOEFL Test-Test of English as a Foreign Language in the year 2008. I’m also an active Resident Assistant and Service Philanthropy Committee Member of the MORTAR Board.

I would like to meet with you and discuss employment possibilities at your division. Please call me at (701) 893-5392 so that we can set up an interview at your convenience. I appreciate your consideration.

Sincerely,

Yuqi Gong

Encloseure (Resume)

**Yuqi Gong**

133 Stockbridge Hall PO Box 5378

Fargo, ND 58105

Cell Phone: 701-893-5392

E-mail: [Yuqi.Gong@my.ndsu.edu](mailto:Yuqi.Gong@my.ndsu.edu)

**Summary of Qualifications**

* Professional Microsoft Word, Excel, and Access use ability
* Member and Accountant of high school class council 2006-2009
* Native speaker of Chinese
* TOEFL (Test of English as a Foreign Language) Score 94, 2008

**Education**

BS, Accounting. North Dakota State University. Fargo, ND May 2013

* Academic and Culture Sharing Scholarship 2009-2012
* College of Business Scholarship 2012-2013
* 3.426 GPA
* Dean’s List in the College of Business, Fall Semester 2010, Spring Semester 2011, Spring Semester 2012
* Member, International Student Association, 2009-2012
* Member, NDSU Accounting Club
* Service Philanthropy Committee Member, MORTAR Board, 2012-2013
* VITA (Volunteer Income Tax Assistant), Spring Semester 2012, Spring Semester 2013

East Los Angeles College. Los Angeles, CA February 2008

* American Culture Bridge Program

**Professional Skill**

* Proficient in Microsoft Word, Excel, Access, and PowerPoint
* Knowledge of HTML
* Native speaker of Chinese

**Work Experience**

Resident Assistant, NDSU Stockbridge Hall, 2012-2013 Academic Year

* Been nominated for an "Of the Month" (OTM) award for my outstanding contributions within my residential community, Spring Semester 2013