7350 McArdle Rd, Apt 122

Corpus Christi, TX 78412

June 9, 2013

Dan Greer – Area Director

Center for Residence Life Apartment Area

113 Riverknoll

Rochester, NY 14623

Dear Mr. Greer:

I have acknowledged an open position of Residence Life Community Advocate for graduates at Rochester Institute of Technology. I am going to take a master degree in Finance at the university, and I wish to apply for this position.

I would like to apply for this position because I have experienced residence life before. I used to live in the university dormitories and residence halls during my freshman year of college. Besides, I am going to stay in RIT housing apartments when I study my master degree here. Therefore, I am willing to assist other students living on-campus to overcome any troubles and to have a good experience of RIT residence life. I also participated in many on-campus activities and was the president of a student organization during my four years of college. The experience in these activities helped me develop some communication skills, outreach skills, and leadership skills. Therefore, I believe my experience and acquired skills are appropriate for the requirements and environment of this position.

Besides this letter, I have enclosed a copy of my updated resume for your review. I am very interested in this opportunity. I hope that we can discuss the information about this position if the position has not been filled. I may not be able to do an interview in Rochester before the starting day of school. However, I can talk via phone or Skype. If you would like any additional information, my number is (361)-249-4874 and my Skype name is ***anhduyvt***. Thank you for your consideration.

Sincerely,

Duy Pham

Enclosure

**DUY ANH PHAM**

7350 McArdle Rd, Apt 122

Corpus Christi, Texas 78412

361-249-4874

anhduyvt@ymail.com

**PROFESSIONAL SUMMARY:**

Current Bachelor of Business Administration in Finance student graduating in December 2012. Experienced student assistant in the College of Business. Creative and diligent individual who possesses strong computer skills as well as social and public speaking skills.

**EDUCATION:**

**Texas A&M University – Corpus Christi** Corpus Christi, Texas

Bachelor of Business Administration in Finance December 2012

Minor in Management of Information System GPA – 3.9/4.0

**RELATED EXPERIENCE:**

**Texas A&M University – Corpus Christi** Corpus Christi, Texas

College of Business September 2012 – present

*Student Assistant*

* + - Designed and edited Professional Program in Accounting newsletter
    - Researched articles related to: Tax compliance, Understanding taxpaying behaviors, Identifying tax return preparer
    - Reviewed and retyped survey for professors’ research
    - Created PowerPoint slides for lecture to about 60 students
    - Analyzed and compared more than 400 accounts in the university’s operating budgets
    - Prepared teaching materials for online course Income Tax II

**Internal Revenue Service** Corpus Christi, Texas

Income Tax Assistance Spring 2012 – Spring 2013

*Volunteer*

* Prepared tax returns for the Corpus Christi community
* Operated TaxWise software skillfully to generate tax returns

**Texas A&M University – Corpus Christi** Corpus Christi, Texas

Department of Account Receivables March 2009 - May 2010

*Student Worker*

* Processed check payments to account receivables
* Responsible for adjusting account receivable records
* Prepared aged account receivables reports
* Updated students’ balances

**COURSEWORK:**

Managerial Finance Investments

Security and Portfolio Analysis Financial Modeling

Financial Accounting Managerial Accounting

Data Communication System Income Tax I

**SKILLS:**

**Computer:**

* + - Microsoft Word, Excel, Access, and Publishers
    - Microsoft Visual Basic, Visio
    - Camtasia Studio

**Communication:**

* Fluent in Vietnamese
* Public Speaking, Group Communication
* Presentation skills

**VOLUNTEER OPPORTUNITIES:**

**Texas A&M University – Corpus Christi** Corpus Christi, Texas

*First Year Research Conference* April 2009

Verified and monitored students’ access

**Corpus Christi Academy High School** Corpus Christi, Texas

*Tutor* Spring 2009

Prepared about 30 high school children for the TAKS exam

**ACTIVITIES:**

**Vietnamese Student Organization, President** Spring 2009 – present

**Halloween Carnival, Culture Fest** Fall 2008

**Parade of Nations** 2009 – present

**Black and White semi-formal** April 2009

at the Art Museum of South Texas in Corpus Christi

**Student Finance Association** Spring 2010 – present

**Student Management Association** September 2010 – present

**HONORS:**

**Dean’s List** Spring 2009 – present

**Golden Key International Honour Society** March 2013 – present