**Cover letter**

Dear Sir,

I have seen your advertisement in the RIT website for a graduate assistant, and should be grateful if you would consider a short account of my character and capabilities.

During my undergraduate study, I was a member of Student Union and asked to make some outdoor activities to diversify the students’ life many times. Therefore, I have the basic understanding of the main job of a graduate assistant. Furthermore, in the following 5 years after graduated, I have worked as salesman, sales manager and vice-president in different companies where the wide field of work to be covered has given me a good all-round knowledge of coordination management. I feel that I could satisfy all you demand for this position.

Working and making friends with people from different walks, I believe, is a wonderful method to become mature and wise. I trust that you will consider this application favorably and I wish to assure you that I should make every effort to be worthy of the confidence you may place in me.

Sincerely yours

Yang Zhi

**Resume**

**Personal Data**

**Family Name:** Yang **Given Name:** Zhi

**Gender:** Male **Date of Birth:** 09/08/1984

**Mailing Address:** Apt 1008, 160 Pleasant Street, Malden, MA 02148

**Tel:** ( 857)-2079808 **Email:** johnyoung9813@gmail.com

**Education Background**

**09/2003~06/2007**: Nanjing University of Post and Telecommunication

**College and Department:** School of Economics and Management

**Major:** Business Administration **GPA:** 3.42/4.0

**Award and Honors**

**2004-2007:** Second-degree University Scholarship

**09/2006:** Excellence Awards for Social Activity

**Working Experience**

**06/2007~11/2007: Ever-Bright Securities**

-- Marketing Department

-- Cooperated with banks so as to develop the Nanjing security market

-- Communicate and introduce our products to more clients who are interested in securities

**11/2007~12/2010**: **Nanjing Da-Guo Tech Co., Ltd**

--Marketing Department and Service Department

--Made a survey on the market and analyze the Clients need, making the possible strategy and providing after service

--The project: Smart Money Managing System in Huang Shan Area. Developed a smart money management system according to the requirement of clients and being recognized by the whole area

**12/2010~12/2011: Shanghai Kun-Peng Survey & Mapping Tech Co., Ltd**

-- Vice-president

--Being responsible for the products purchase and the management of the storehouse

-- Monitored the Accountancy situation and made relative decision

**02/2012~09/2012：Beijing Well-found Navigation Corporation**

-- Marketing Department

--Popularized our products to clients and made relative marketing analysis according to the response of clients

--Held and joined the Exhibition to publicize products and assisted the directors to complete the season marketing goal

**Skills:** Basketball, Tennis, Body Building