

**Nguyen Duy Thong (Jase) Tran**  
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**Hiring Committee**  
**Assets and Project Management Department**  
**City of Winnipeg**  
4th Floor - 185 King Street  
Winnipeg, MB

Dear City of Winnipeg's Hiring Committee,

My name is Nguyen Duy Thong (Jase) Tran. I am writing to apply for the Clerk A - Support Clerk position (Posting No. 124911) with the Assets and Project Management Department at the City of Winnipeg. The opportunity to contribute to such a dynamic and community-focused organization is what excites me most about this role. With my strong background in clerical support, administrative tasks, and customer service, I am confident in my ability to adapt quickly to the responsibilities outlined for this position.

In my previous roles as a Software Developer, Language Interpreter, and Teaching Assistant, I have gained significant experience in providing clerical and administrative support in office settings. At Manitoba Hydro, I was responsible for creating and managing documentation, which required me to prepare various correspondence and ensure accuracy. My proficiency in Microsoft Office software, including Word, Excel, and Outlook, allowed me to efficiently handle data, manage tasks, and produce professional documents.

Additionally, my role as a Language Interpreter at Kelly Services Canada required strong organizational skills and the ability to prioritize multiple tasks. I effectively managed incoming calls, dealt with potentially stressful situations, and maintained positive interactions with both clients and colleagues. My ability to type at 40 wpm ensured that I could quickly and accurately document conversations and correspondence.

Working independently with minimal supervision has been a key aspect of my roles. As a Teaching Assistant at the University of Manitoba, I managed lab sessions, provided one-on-one student support, and communicated complex information in an accessible manner. These experiences have also enhanced my verbal and written communication skills, which are essential for maintaining effective working relationships and dealing with the public and City staff in a positive and supportive manner.

I am eager to bring my skills to the City of Winnipeg, where I can contribute by efficiently answering phone calls, distributing mail, greeting visitors, assisting with conference room bookings, and maintaining office supplies. I am also ready and willing to take any additional training required to excel in this position.

Thank you for considering my application. I am enthusiastic about the opportunity to contribute to the City of Winnipeg and would welcome the chance to discuss how my experience aligns with your needs.

Sincerely,

*Jase Tran*