

To whom it may concern:

I am writing to express my interest in the Position listed on the SJU career center. Your requirements closely match my background and experience.

I have excellent research skills and communication skills through my internship in Bank of China as been a member of credit center and responsible for information researching, company background investigation and contract sign instruction, and consolidated these skills by my previous job at Telephonic Research Operation. As a student of MFSF program I have great team-work ability and group leading capability. This March, I been the captain of the team to participate in the ACG cup competition. Additionally, while serving as Assistant of the office director of Forestry Bureau, I got strong background in all aspect of office management, from scheduling meetings and daily car arrangement to event planning. In this may I took part in the CFA Level 1 test, which includes a big part about Corporate Accounting under IFRS and GAAP.

Although I am a graduate of this year, my experience and my passion to be an active and creative employee will make me an excellent candidate of this position. I would love to begin my career with your company.

I look forward to discussing my qualifications further and can be reached by email at tangjing199023@gmail.com or by telephone at 215-605-0978. Attached is my resume.

Thank you so much for your time.

Have a great day !

JING TANG.