**Michael Li**

888 Baoshan Road

Shanghai, 200071

**Phone:** 123 4567 9999  **Email:** michaelli01@163.com

Sep 11, 2017

Dear ABC,

I’m writing to thank you for giving me the great interview opportunity under

Marketing Operation Department.

I’ve spent last five years studying accounting and finance. I have just graduated from Columbia University, studied applied statistics. As a graduate student with the knowledge of accounting, finance and applied statistics, I am eager to contribute my abilities to ABC. Given my extensive training and background, I believe I am qualified to be a part of the advisory team. I am a quick learner and eager to learn more about ABC. With the help of the company, I believe I can make great effort to the company in the future.

As my previous internship experience with ABC, I definitely know that the culture of the company fits me and the development of career path satisfy me. I made friends when I interned with ABC and also gained a lot of knowledge. My previous internship experience gave me a large number of encouragements that ABC is my dream company. I am quite appreciated that I have been given the opportunity to attend the interview and looking forward to the interview onOct.25th.

If you have any question, just feel free to contact me via email at michaelli01@163.com or by phone (+86)123 4567 9999.

Thank you for your time.

Sincerely,

Michael Li

**Michael Li**

**Add:** 888 Baoshan Road, Shanghai, 200071

**Phone:** (+86)123 4567 9999

**Email:**michaelli01@163.com

**EDUCATION**

• **Columbia University, New York, NY**

Master of Science in Applied Statistics, December 2016

• **Miami University - Oxford, Oxford, OH**

Bachelor of Science in Business (Specialize Accounting/ Finance), Minor in Decision Science, May 2015

• **Overall GPA 3.71/4.0**

**INTERNSHIP EXPERIENCES**

**Tinder Education,** Shanghai

Teaching Assistant May 2015-August 2015

• Taught GRE/GMAT Quantitative Reasoning by preparing detailed mathematics methods and giving presentations

**ABC,** Shanghai

Assurance Internship December 2014-January 2015

• Audited client’s annual report by going through documents and doing simulations

• Managed Year-end inventory check by visiting clients’ factories and counting products

• Checked Accounts Receivable account by sending confirmations to companies on account

**China Construction Bank,** Shanghai

Finance & Manager’s Assistant July 2013-August 2013

• Expanded online banking business by giving presentations to clients to familiarize with the system

• Managed two clients’ investment accounts by analyzing daily trends of the investments

**Zaozhou Lighting Co.,** Shanghai

Accounting & Accountant Assistant May 2012-Present

• Prepared monthly tax report by going through tax regulations and monthly transactions

• Collected Accounts Receivable account by vising customers and discussing payment issues

• Developed accounting system by organizing previous paper transactions and giving presentations about the system

**STUDENT ACTIVITIES**

**International Student Advisory Council, Miami University, Oxford, OH**

Co-founder and Secretary February 2013-May 2015

• Founded the organization by meeting with professors and students in Farmer School of Business to know their needs and expectations about the organization

• Held events such as Academic Workshop, Resume Workshop, Interview Workshop by inviting guest speakers and advertising events

**COMPUTER SKILLS/TECHNOLOGY SKILLS**

Proficient in Microsoft Office, R, SPSS, MATLAB, SAS

**LANGUAGES**

Fluent in English

**李迈克**

**地址：**上海市宝山路888 弄 200071

**电话：**（+86）123 4567 9999

**邮箱：**michaelli01@163.com

**教育背景**

**2015.09-2016.12** 哥伦比亚大学教育学院 应用统计硕士 纽约，美国

l 平均成绩 3.85/4.0

**2011.09-2015.05** 迈阿密大学牛津分校 金融专业 俄亥俄，美国

l 平均成绩 3.71/4.0

**2011.09-2015.05** 迈阿密大学牛津分校 会计专业 俄亥俄，美国

l 平均成绩 3.71/4.0

**所获荣誉**

l 2015 优等毕业生 2013 美国大学校长颁发优秀学生称号

l 2012 美国大学院长颁发优秀学生称号 2011 美国大学院长颁发优秀学生称号

**实习经历**

**2015.05-2015.08 丁德国际教育 海外留学部 上海**

l 以GMAT/GRE 数学为主进行教学调研并授课

l 托福口语教学调研并授课

l 安排并调整大班教学及VIP 学生的所有课程

**2014.11-2015.01 ABC会计师事务所 工业二组 上海**

l 参与两家客户的预审及年审，独立完成超过六个科目的审核及整理工作

l 对多家客户进行年终盘点

l 全程收发客户的函证， 负责与客户的交流沟通

**2013.7-2013.08 中国建设银行 曲阜路支行 上海**

l 熟悉并了解银行的各项基础业务， 负责网上银行的各项事务

l 与客户进行交流沟通并协助办理业务

**2012.5-至今 上海造昼照明电器有限公司 董事长助理 上海**

l 参与并协助会计部进行各项事务的账目整理及收录

l 参与并制作各项年度报表

**课外活动**

**2013.02-2015.05 国际学生咨询委员会 联合创办者兼秘书 俄亥俄，美国**

l 参与并策划多项国际学生交流研讨会

l 与迈阿密大学牛津分校商学院保持密切联系，帮助学生迅速融入商学院的学习

l 负责组织内部的交流及与其余学生会的交流工作

**2012.11-2013.9 中美文化交流委员会 秘书 俄亥俄，美国**

l 记录会议， 帮助并推进会议内容的执行

l 参与并组织多场中美学生文化交流会

**2012.08-2015.05 会计兄弟会 成员 俄亥俄，美国**

l 积极参与兄弟会的各项专业讲座， 提高专业修养

**语言/技术技能**

l 英语水平: 托福 103；GRE 321; 优秀的中英语交流能力

l 计算机技能: 熟料操作 MS Office, R, Matlab, SPSS, SAS ; 熟练使用Bloomberg