

Zhijian Wen | Résumé title

street and number – postcode city – country

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Company Recruitment team

19/07/2017

Company, Inc.
123 somestreet
some city

Dear Sir or Madam,

Thank you for the opportunity to apply for the [Something] role at your company. After reviewing your job description, it is clear that you are looking for a candidate that is extremely familiar with the responsibilities associated with the role, and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am a focused recent college graduate (Master of Statistics) from the University of Auckland. During the course of my academic career, I also managed to accrue nearly 2 years of work experience. I had the privilege of working for University of Auckland in a Teaching assistant role in my free time, where I learned valuable professional skill such as.... In both my academic and professional life, I have been consistently praised as efficient by my professors and peers. Whether working on academic, extracurricular, or professional projects, I apply proven technical, research, and team work skills, which I hope to leverage into the [...] at your company.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization.

Thank you for your consideration, and I look forward to hearing from you soon.

Yours faithfully,

Zhijian Wen

Attached: curriculum vitae