

S.U.C.C.E.S.S.
Suite 700, 1155 Pender Street West
Vancouver, BC
V6E 2P4

DATE

Dear _____,

I am a fourth year Chinese Canadian Communications Studies student at Simon Fraser University majoring in Media and Culture and anticipate graduating this December. My background, aptitudes and interests are an ideal fit for a position as a part-time Program Assistant with Success. The volunteer work I have done for an association which provided support, programs and referrals to new Chinese immigrants has been tremendously satisfying and motivated me to pursue a position with a non-profit organization which delivers multi-cultural services. I am qualified to perform reception duties, maintain inventory lists and provide administrative support to the EAS program. My education and work/volunteer experiences have also given me the skills needed to compile employment resources, provide employment services, coach students in the use of internet job search resources, and assist in the planning of employment workshops or other events. Further, my understanding of digital design and marketing strategies will allow me to make a valuable contribution to the SUCCESS promotion and marketing team. The attributes I will bring to the position are:

- A track record of exercising initiative, exceeding expectations, and managing multiple responsibilities in my academic, work and volunteer experience
- Outstanding administration, presentation, research and customer service abilities
- Communicate effectively and professionally with people from diverse cultural and socioeconomic backgrounds in Mandarin, Cantonese and English
- Able to maintain focus on a project's mission and meet deadlines without compromising attention to detail
- Work well under pressure both independently and as the member of a team
- Familiar with cultural markets and marketing strategies
- Creative and enterprising as well as methodical and organized
- Command of MS Word, Excel, Access, PowerPoint, Outlook, Internet and E-mail
- Proficient in MacIntosh, Photoshop and In-Design

My enthusiasm, strong work ethic and high level of commitment tremendously compliment my skill set in qualifying me for a position with your company. In addition, I am a quick and eager learner who approaches all tasks with equal zest. As my schedule is flexible, I would be happy to work evenings and week-ends. Your time and consideration is much appreciated and I look forward to meeting with you for an interview.

Yours truly,
