

Tina Wang
No. 300, Zhongda Road, Zhongli City
Taoyuan County 320, Taiwan

Nov. 18, 2014

Mr. Black
The Principal
Happy High School
No. 100, Happy Road, Happy Town
Tainan City 777, Taiwan

Dear Mr. Black,

I wish to apply for the position of English teacher as advertised on your website. I graduated from National Central University with a Bachelor of Arts degree in English and I believe my training and my varied experiences make me a good candidate for the position.

I may be a fresh graduate, but I have a lot of experiences in teaching. To achieve economic independence, throughout the four years of my college career, I taught English at Dalun Elementary School and also served as English tutor for elementary and junior high schools students on the side. To acquire overseas experience, I worked and traveled for two summers in the USA. These invaluable experiences have helped combine my learning at school with real life challenges in the world.

The English Department of NCU has prepared me well for these ventures. Our coursework provided us with a rich reservoir of knowledge, both about the English language and about the cultures from which it emerged. But I think the most special lesson I learned from my professors is an attitude toward work. Every paper, every presentation, and every piece of homework is treated not just as an assignment but the reflection of a person's integrity. Students are required to work in team and make a lot of presentations. This training has been very useful for my own teaching as I design the best way to present my lessons to my students.

I am attaching my resume for your reference. I could be contacted through email at tinawjs****@gmail.com or by phone at 09*****. I sincerely hope we can meet and discuss my qualifications. Thank you for your consideration.

Yours Sincerely,

Tina Wang

Szu Wei Wang
2F No. 49, Lane 75, Zhulin Rd.
Yonghe Dist., New Taipei City 234
E-mail: amyandkone@gmail.com

17th November 2014

Mrs. Chang
Human Resource Coordinator
Far Eastern Electronic Toll Collection
2F, No.149, Rueiguang Rd.
Neihu Dist., Taipei City 114

Dear Mrs. Chang,

As a former temporary employee of the Far Eastern Electronic Toll Collection Company, I am writing to apply for the position of administrative assistant posted by the Human Resource Website on November 15th, 2014. I would like to outline my qualifications and capabilities that closely match your criteria.

Now a junior in the English department at Taitung University, I am specialized in communication skills. And during my semesters as an exchange student, I majored in Management which sparked my interest in becoming a business assistant and put my interest and learning into practice.

I notice that your company is looking for an applicant who could cooperate effectively within a team. As a member of the student association, I have worked collaboratively with members from other backgrounds and values. This experience has developed my teamwork and interpersonal skills. A professional outlook enables me to complete team activities successfully and always before the deadlines. Staff-training at your company a few years ago has also equipped me with good capacity for computer software applications.

To support my application, I have enclosed a copy of my resume to provide you with an overview of my experiences. I look forward to an opportunity to discuss it further with you at interview. I can be reached by phone 0971 097 097 or by email amyandkone@gmail.com. Thank you for your time and attention.

Yours sincerely

Szu Wei Wang

Zi-Ying, Yu
Rm. x, xF., No. x, Changxxxx St.
Touxxx Township, Miaoli County, 3510988-xxx-xxx
yuli08160@gmail.com

18 November 2014

Ms. Wang
HR Manager
Fullon Hotels & Resorts
No. 68, Wen 21st St.
Guishan Township, Taoyuan County, 333

Dear Ms. Wang,

RE: Administrative Assistant

I am writing to apply for the Administrative Assistant position as advertised on 1111.com.tw. Fullon Hotels & Resorts is of particular interest to me because of its emphasis on diversity, knowledge and attitude.

Currently, I am a junior in the Department of English, National Central University and I have taken up a variety of employments to develop my knowledge and skills in different fields. As a part-time assistant at the Alumni Service Center of NCU for two years, I prepare contracts, contact stores, organize data, and assist the administrative staff. I have become familiar with the art of organizing and analyzing words, and also have good planning and execution abilities. My capabilities in communication and problem-solving are developed through part-time employment as a clerk at 1009 dress shop and Pxmart. Additionally, as a volunteer with AIEF American Education Fair, I developed the skills in building effective work relationships with others. The diversity of employment experiences cultivated a mature attitude toward work. I believe that I have the potential to be a valuable member of your team.

To support my application, I am enclosing a copy of my resume. I would welcome the opportunity to discuss my application further at an interview. I can be contacted by phone at 0988-xxx-xxx. Thank you for your consideration.

Yours sincerely,

Zi-Ying, Yu

Chi-Xuan Lee
D*** Village, 3**45

11 November 2014

Mr Morgan Freeman
Manager of Art Department
Technews Company
Somewhere Road
Unknown, 777

Dear Mr Freeman,

Please accept my application for the position of **production artist**. This position offers a great opportunity for me to apply my skills to actual productions. And if needed, I am more than willing to undertake further training as required.

I am most attracted by Technews Company because of its reputation of working creatively to provide the latest news in technology advancement. As the leader of the field, Technews Company poses challenging and cutting edge projects that I am eager to join. I am equipped with a skills set that is a good match for the needs of the department - Photoshop, Lightroom, Acrobat and Photography. I have the experience of working as an event photographer in my university and won several competitions during this period. My studies have also provided me with relevant skills in communication and critical thinking, which will be useful in meeting clients' needs. My proficient language skills in English and Chinese can also be useful in multilingual art design.

I have enclosed a copy of my resume and would be grateful for the opportunity of an interview to discuss how I could contribute my skills in Technews Company. I can be reached at *923**05*, or S*****@v***a.a**o. Thank you for reviewing my application. I look forward to hearing from you.

Yours sincerely,

Chi-Xuan Lee

Pin-Hsuan Lin
20 Puzipu
Chiayi 604

12 November 2014

Ms Mei-li Chen
Human Resources Manager
TeamPlan
25 Zhongyang Rd.
Taoyuan 320

Dear Ms. Chen,

RE: Application for Marketing Assistant position

I am writing to apply for the position of marketing assistant in TeamPlan as advertised recently on 1111 website. I am seeking an environment that values “innovation and profession” in marketing, and I am committed to moving ahead with TeamPlan in this prospering industry.

Four years of studying in one of the most innovative English departments in Taiwan has sharpened my communication capacity in dealing with divergent opinions in the society. I am sure this will be very useful when negotiating with clients at TeamPlan. My course work in “Writing through Media” and “Reading for Cultural Literacy” further developed my skills in writing for the target audiences.

I work well under stressful and disadvantageous circumstances. When I joined the Modern Dance Club on campus, it was just one small club. But after I became leader, I organized many activities such as dance camp, workshops, and speeches to boost its popularity in NCU. In the Annual Club Evaluation in 2014, the ranking of the club was greatly improved. I was even awarded the Student Excellence Award which demands outstanding performance in both academic work and extracurricular experiences.

I am attaching my resume for your reference. Thank you for reviewing my application and it would be an honor to have an opportunity for further discussion with you. I can be reached by phone at 09xxxxxxxx. I look forward to hearing from you.

Yours sincerely,

Pin-Hsuan Lin

Enclosure: Resume

Lorelai Lin
12F., No. 29, Ln. 2, Denggong Rd.
Tamsui Dist., New Taipei City

18 November 2014

Hong, Jian-lun
Funscreen, Taiwan Film Institute
4F., No. 7, Qingdao E. Rd., Zhongzheng Dist.
Taipei City

Dear Mr. Hong,

Application for Assistant Editor Position

I am writing to apply for the position of assistant editor at Funscreen. I am currently in the final year of my Bachelor of English degree at National Central University and my relevant experience includes film review writing for MARQ Films' blog, director's assistant at MARQ Films, and part-time assistant at the Film Studies Center at NCU.

Writing for MARQ Films' blog gives me an opportunity to organize my ideas about films and express them in a clear and concise way. Through this writing job, I have developed the habit of watching two films and produce at least one film review per week. As a director's assistant at MARQ Films, I participated in the production of a film 沒片名?, from the pre-production period to the shooting period. It was in this process that I realized how the theories I learned in Film Studies classes could be put to practice. And as a part-time assistant at NCU's Film Studies Center, I am familiar with the organization and documentation of visual-digital files. The administrative work that I do there helped me catch a glimpse of how a film archive operates. I consider these experiences in different divisions of the film industry a strength when it comes to reviewing a film.

I have long been a fervent reader of Funscreen weekly reviews, and I admire very much the in-depth reports and analysis in your articles. It is my goal and wish to join Funscreen and continue its work to offer multiple perspectives and voices to film viewers. I believe, having had the work experience in film review writing, film production and film administration, I am competent to work as an assistant editor.

I sincerely hope to have an opportunity to discuss my application further with you if you would grant me an interview. I look forward to hearing from you soon. You can reach me by phone at 0955651236.

Yours faithfully,

Lorelai Lin

Chun-Mei Wei
No. xx, Ln. xxx, Gancheng Rd.
Longtan Township, Taoyuan County 325

12 Nov. 2014

Mr. Lin
Section Chief of Curriculum
Ping Jen Senior High School
No. 100, Sec. 3, Huannan Rd.
Pingzhen City, Taoyuan County 324

Dear Mr. Lin,

Re: Practicum English Teacher Position

I wish to apply for the practicum teacher position at Pin Jen High School, as listed on the Center for Teacher Education (NCU) website. I have chosen to apply to Ping Jen High School because I am enthused by your philosophy of education: honesty, integrity, diligence, and persistence. As requested, I am enclosing a copy of my resume which illustrates my experiences and skills.

I just graduated from National Central University with a Bachelor of Arts in English. In addition to mastery of the English language and its cultures, my course work in the teacher certificate program has also helped me develop a sound theoretical grounding in education and strong teaching skills. To prepare myself for a teaching career, I served as a volunteer teacher and on-line tutor and have applied my academic skills to lesson planning and practical teaching. The teaching experiences have also improved my skills in team work, problem solving, and negotiation. I have passion and enthusiasm for providing scaffolding to assist students in becoming independent learners. And I embrace every opportunity to learn new skills that can benefit me in staying connected with my students.

Thank you for considering my application and I appreciate the opportunity to discuss it further with you at an interview. I can be reached by phone at 0988970815 or by e-mail: tospringwei@gmail.com.

Yours Sincerely,

Chun-Mei Wei

Dear Ms. Jessica,

I am writing to apply for the position of kitchen roundsman as advertised in the newspaper.

I have always been fascinated with cooking and baking since I was a kid. My parents hoped that I would go to college and get a good education, and I complied. But my passion for cooking never dimished. In my spare time, I took up a job at a sushi restaurant and learned the skills of sushi-making, fish-butchering, and other food preparation procedures. I also worked as a kitchen hand in an Italian restaurant. Still, I crave for more knowledge and experience in the art of cooking.

I believe my abilities and experiences make me a competitive candidate for the position you are offering, and I hope I can become a member of your team. I will be more than honored if we could meet and discuss what service I could provide for you. You can reach me at 919-xxxxxxxx any time. Thank you for your time and consideration. I look forward to hearing from you soon.

Dear Mr. Beane:

I am writing to apply for an opportunity to be a baseball writer in your company. I am currently a senior in the Department of English and America Literature at National Central University, scheduled to graduate in 2015. But I have been following almost all available information about baseball with enthusiasm since five years ago. My related experiences include being the editor of department periodicals, screen lines editor for Multimedia Center in NCU, and a translator for a former professional baseball player. I hope that the position of a baseball writer in your company will be a fine integration of the listed experiences.

Being a loyal reader of almost every publication of your company for years, I admire the vision of your enterprise to promote the sport of baseball by creating outstanding and interesting publications. In order to prepare myself for a career with you, I had read more than 350 articles or analysis written by professionals, and had watched more than 300 baseball games in the past five years. I have an inexhaustible passion for this field which helps me remember a wealth of related details and a keen awareness of what the readers would like to know about baseball. And as a literature major, I have been trained to write in ways that can really appeal to the readers.

As to related experiences, I have translated a paper that is now published in the *International Journal of Industrial Ergonomics* for W. S Chou, who had five years of CPBL experience as a pitcher. While working for Mr. Chou, I acquired an in-depth look of the career of a professional baseball player which further confirmed my decision to enter the field of baseball writing.

I would appreciate an opportunity to discuss my qualifications with you in an interview. I can be reached through email at xxxxxxxx or by phone at xxxxxxxx. Thank you for your consideration.

Familia Chang
3 Lane12 ***** Road.
*** City, Taiwan
17 April 2014

Mars Activity Business
Human Resource Division
***@hotmail.com.tw

Application for Marketing Project Developer

Dear Sir/ Madam,

Please accept my application for the position of Marketing Project Developer as listed at 104.com.tw on 15 April 2014. I am graduating from the English Department of National Central University in June 2014. I am most interested in pursuing a career in project planning and your company is my top choice.

My enthusiasm to work at Mars was sparked by your reputation of providing high-quality activities. According to my research, your company values great team players with refreshing project ideas, and I believe my personality makes a good match for it. I am naturally easygoing, understanding, and also creative, as evidenced by three years of work running our university radio station, Pinewave Radio. In the first year, I learned quickly and became station master in the second year. My duties involved multiple tasks: planning our annual program schedule, maintaining daily operations, solving unexpected problems, training new recruits, and organizing weekly meetings. I also served as the deputy executive of a month-long series of cultural activities known as “Westide,” through which I gained hands-on experiences of executing activities. Last but not least, I have been a regular campus master of ceremony, which helps make me articulate in public.

I believe I will be a good asset to your company and I would appreciate an opportunity to discuss my application further with you at an interview. A concise resume has been enclosed for your reference. I can be reached by phone at 09**500600 or by email at sally***@yahoo.com.tw. Thank you for your consideration.

Yours faithfully

(signature)

Familia Chang

Hazel Chang
No. 1, Alley. 6 , Ln. 394, Zhongzheng N. Rd.
Sanchong Dist., New Taipei City, Taiwan, 241

November 11, 2014

Mckinsey & Company
17/F Platinum Building, 233 Tai Cang Road
Shanghai 200020, China

Dear Sir/Madam,

I am writing to express my avid interest in a summer internship with McKinsey & Company. Currently I am a senior at National Central University majoring in English with a double major in Finance, and I would very much appreciate an opportunity to further my skills in management consulting. I am confident that my academic background, combined with my experiences, could also bring more value to McKinsey & Company.

The English Department at NCU is noted for its versatility and creativity in training for independent thinking and producing students with clear critical thinking when facing challenges and making decisions. And I am ready to prove that I am a good example of their output. My studies in finances has further equipped me with the professional knowledge to apply my business and analytical skills to different business scenarios and market trends. These qualities are, I believe, in sync with McKinsey's mutually exclusive and collectively exhaustive ways of thinking, as described in *The McKinsey Way*.

In addition to academic work, I have had many leadership experiences. As the leader of the Student Ambassador of National Central University, I assisted NCU Office of International Affairs in planning and executing events and learned how to discover and analyze problems and solve them quickly and efficiently. Constantly working and communicating in a group context, I directed the off-campus stage performance at NCU and learned how to allocate different resources in order to complete a project.

My background and experience, combined with my inquisitiveness to learn more about management consulting, make me ideally suited for an internship with your organization. I would greatly appreciate an opportunity to meet you in person and discuss the internship possibilities. I can be reached by phone at 0975095062 or by email at hazel810908@gmail.com.

Thank you very much for your time and consideration. I look forward to hearing from you.

Yours faithfully

Hazel Chang

Anderson Martin
No. 300, Jhong-da Rd.
Jhongli City, Taoyuan County, Taiwan, 320
E-mail: Sxxxx.Jxxxxx@gmail.com

14 November 2014

Stephanie Chen
Human Resource Management
Pour Une Vie Company
2F, 50 Ching-Cheng Street
Taipei, Taiwan

Dear Mr. Chen,

I am writing to apply for the internship as Event Planner. Currently a senior in the English Department of National Central University, I hope to contribute my learning to your company while learning invaluable lessons from hand-on experiences in PR-related events.

I have always been interested in learning new things in new contexts. My first intern took me to Ningbo, China, where I learned to process cargo declarations for customers and to conduct communications between different branches of the company. I am now quite experienced in negotiating with coworkers and performing hospitality to customers. I also developed leadership qualities while serving as the president of the Queer Club in my university which aims to focus on gay community issues. I believe I can help your company in opening up the pink market.

My coursework in “Conference and Communication skills” and my membership in the English PR team both helped me to get familiar with event works and PR skills. I can read basic Japanese, French and Spanish. I think the international perspective should be quite useful for event planning.

Thank you so much for considering my application and I am looking forward to have the opportunity to meet you at interview. I can be contacted by phone at 0934 xxx xxx.

Yours sincerely

Anderson Martin

Yi Jen Chen
No. **, Ln. 3**, Sec. 2, Zhongzheng Rd.
Hukou Township, Hsinchu County 303
Taiwan (R.O.C.)

12 November 2014

Mrs. Hsu
Oad Public Relations

Dear Mrs. Hsu

Application for PR Activity Planner Position

Please accept my application for the PR Activity Planner position as advertised on the Oad Public Relations webpage. I am finishing my B.A. in English Literature at National Central University, Taiwan and I believe I am a good match for that position.

I am lively, decisive, responsible and easy-going, always ready and excited to face new challenges. I am well organized in time management and experienced in planning and executing. As the chief executive officer of the 2013 freshman orientation camp of my department, I designed and orchestrated a full day schedule of both informative and stimulating activities for almost sixty students. I have also served as a member of the activities team of Electronic Engineering Camp of National Central University in 2012-2013. Through these experiences, I developed the ability to conceive of a comprehensive plan for an activity, including the arrangement of staff, content of activity, and alternative plans in case of sudden problems.

I am attaching my resume for your reference. Thank you for your consideration. I hope to discuss further details with you at the interview. I can be reached by phone at 09**-3**7*0 or through email at snoopy****@yahoo.com.tw.

Yours sincerely,

Yi Jen Chen

Amy Tseng
No. xx, Lane xx, xxx xxxx x Street
Taoyuan City, 3179

14 November 2014

Household Registration office
No. 123, Gwo Feng 3 Street
Taoyuan City, 3179

Dear Sir/Madam,

I am writing in response to your recent advertisement for a Functionary Substitute. I am in my final year of a Bachelor of Arts in English at National Central University where I developed a strong humanistic and cultural awareness. I am very excited at the possibility of working for your office which offers opportunities for public service.

From my research, I am aware of your office's goal of delivering the best of household registration services and your belief that the city's residents are top priority. This philosophy resonates with me as it engenders trust and long-term public relations and would allow me to apply my skills in social care and enthusiasm to public service.

Household registration services deal with people of all kinds. During my volunteer work at Nan-chuang Public Health Center, helping the elderly through the injection procedure, and at Yasou Kindergarten, telling English stories to the children, I have developed a keen awareness of the needs of people in different age groups. As household registration often involves aliens of various nationalities, my receptionist experience at High school international cultural exchange events and my knowledge of both local and foreign cultures would be quite handy in this regard.

Thank you for considering my application and I would welcome the chance to discuss it further with you at interview. Please contact me at my cell phonenumbr:
0933333333 Email: qu155@yahoo.com.tw

Yours sincerely,

Amy Tseng

Ching-wen Yu
4F., No.167, Beixing St.
Taichung, Taiwan 404
Email: usecwy@gmail.com

18th Nov 2014

Kunimasa Suzuki
Human Resources Coordinator
\$ony Pictures
No. 28, 4-chome, Toranomon
Minato-ku, Tokyo, Japan 105-8415

Dear Mr. Suzuki,

I am writing to apply for the position of Project Managing Assistant for \$ony Pictures, as advertised on the employing page of the \$ony website. I am in my final year at National Central University, majoring in English and American Literature, where I receive training in both literary criticism and film analysis. I am enthusiastic about film production and plan to develop a career in this industry.

\$ony is known to be a very ambitious and competitive corporation, with experienced staff and well-trained teams that topped the world and leads the global trend in producing films with neat graphic design and cutting-edge creativity. I have experiences in filmmaking and am familiar with a variety of computer software, including graphic design systems and editing programmes that should be helpful with enhancing the process of project planning for films. I believe I am a good match for the position.

To further my knowledge base, I have taken courses in economics and psychology. Together with my training in both Western and Asian cultures, they should be very useful as I work to expand the market for films. My English fluency is certainly a plus for promoting international cooperation. Like the \$ony slogan "Make.Believe" that calls for turning ideas into reality, believing anything we can imagine, and making it real -- this job can provide me the chance to stand as a bridge between making and believing, planning and producing. \$ony is by far the best place to realize this vision.

Enclosed is my resume, and thank you for your time and consideration. I look forward to the opportunity for an interview. I can be reached by phone at: +886987098517.

Yours sincerely,

Ching-wen Yu

Susie Huang
No.xx, xxxxxxxx 5th st., xxxxxxx Township,
xxxxxxx Country xxx, Taiwan (R.O.C.)

2014, November 18

Huo Sung Wu
Manager
TransAsia Airways
No.9, Sec. 1, Tiding Blvd., Neihu Dist.,
Taipei City 114, Taiwan (R.O.C.)

Dear Mr. Wu

I am writing to apply for the position of ground crew as announced on the TransAsia Airways website. Currently I am in my final year of completing a Bachelor's Degree in English Literature at National Central University. I have great confidence that I have the English speaking ability required by this position and will be able to interact with people from different countries.

My coursework in Communication Skills has prepared me to conduct efficient communication while coping with different situations. And my work experience in Master Song Restaurant helped me realize that I have the personality to make our customers' dining experiences both enjoyable and pleasant, while I myself also get pleasure from the same process. Having worked as a part-time assistant at the famous Sex Center at NCU for three full years, I acquired the attitude of diligence and the ability to be attentive to details through serving at quite a few academic conferences. I believe I have all the qualities of a good ground crew and can serve the customers to their satisfaction.

Enclosed is my resume. Thank you for reviewing my application. I would welcome the opportunity to discuss my application in more detail at an interview. You can reach me by phone at 0928-xxx-xxx or by email at xxxxxxxxx@hotmail.com.

Yours sincerely,

Susie Huang

Yun-rong Jhan
196 Shengli 2nd Rd., Dali Dist., Taichung, Taiwan 412
12 Nov 2014

Ms Lorraine
TechNews
10F. 176 Changchun Rd., Zhongshan Dist., Taipei, Taiwan 104

Dear Ms. Lorraine,

RE: Intern Program

I am writing to apply for the Intern Program advertised on your website. As a senior in the English Department of National Central University, I have strong interest in article translation and editing and hope to put my interests and learning into practice in the near future.

TechNews is a company of particular interest to me. From my research, I am aware of the organization's emphasis on communicating valuable reports about technology and offering related analysis and opinions for both Chinese and English readers. This philosophy appeals to me very much and would allow me to apply the communication, teamwork and translation skills I have developed through my studies, volunteer experiences, and extracurricular activities.

My studies in English writing and translation have assisted me in gaining skills in translation and composition, and the science communication course helped me master fundamental ideas of the news media in the technology industry. To further improve my skills in translation and editing, I have conducted volunteer work for the Green Party Taiwan of The Asia-Pacific Greens Federation, translating on-line articles about environmental and social issues. To enrich my understanding of the business world, I have also done translation work for a business blog for business upstarts.

Having served as the leader of the course design section in the student ambassador club of my university, I have developed teamwork and leadership skills and sharpened communication and translation skills not only through coordinating translation of culture tour brochures but also through discussing course design of the club with my team members.

Please find attached my resume and thank you for considering my application. I believe that I have the potential to be a valuable trainee in your Intern Program and look forward an opportunity to discuss it further with you at interview. I can be reached at my cell phone, 0920 110 409.

Yours sincerely,

Yun-rong Jhan

Yung-Che Cheng
No. **, ***** Village
***** Dist., ***** City

1 July 2016

Wen-Yu Chang
HR coordinator
Happy Corporation
No. 99, Somewhere Street,
Somewhere Dist., Taipei City

Dear Ms Chang,

RE: Administration Staff 2016 position No 1234567

I wish to apply for the position of Administration Staff position at Happy Corporation, as listed on the job-seeking website. I will be graduating from National Central University with a B.A. degree in English, and I hope to have an opportunity to become a member of your company.

Happy Corporation is famous for high quality products and services in the domestic market. As you expand to the international market, you will need more staff members who are familiar with the English language. I have advanced English skills in communication and writing with a sound international perspective. And I am able to operate Microsoft Word and multimedia software to achieve work efficiency.

Through my experiences in organizing activities and part time employment, I have learned much about teamwork, interpersonal relationship management, and affairs management. I am able to face challenges with an active attitude. Moreover, I can work under any stressful environment with great efficiency and effectiveness.

I would welcome the opportunity to discuss my application and prospects further with you. Thank you for your time and consideration in reviewing my application. I can be reached through ***** or *****@*****.tw.

Yours sincerely,

Yung-Che Cheng

Sylvie Hsieh
Fuzhi Rd., Shilin Dist., Taipei City 111, Taiwan
j26397@gmail.com

25 August 2015

Mr. George Bennett
Bennett Public Relations
Bennett123@hotmail.com

Dear Mr. Bennett,

Application for PR Event Planner position

I am writing to apply for the position of PR event planner as advertised in the National Central University Careers Guide. I believe my qualifications and attributes closely match your listed criteria.

Currently, I am a senior in the Department of British and American Literatures at National Central University with a sound grade point average across core subjects. My experience as a part-time receptionist in the department sparked my interest in PR consulting so I am seeking an opportunity to commence my professional career in Public Relations. I would greatly appreciate the chance to assist the Bennett Event Specialist.

I am naturally energetic and a real interpersonal communicator as evidenced by my PR executive position at major on-campus and off-campus conferences. I have also developed my skills in planning and goal setting through being a student ambassador, as I organized programs to help foreign students and Taiwanese students interact with one another. These activities built my skills in public speaking and management of activity programs with reliability and adaptability. Serving as a team leader in the English Film Camp and Assistant Manager of off-campus housing in NCU Military Education Office both strengthened my leadership skills.

While participating in a cultural and educational voluntary project at AIESEC Association in India, I learned collaborative teamwork in problem-solving through continuous negotiations with the director of local Indian nonprofit organizations. This practical experience prepared me well for cross-cultural interactions in today's PR industry. I have also honed in my communication and administrative skills through being a translator and interpreter for NCU's Office of the Secretariat, responsible for the accurate and timely translation of international correspondences and meeting agenda. I have a perfect record for submitting work on time and have independently completed a unit in project management.

I am attaching my resume for application and would welcome an opportunity to further discuss my application with you at interview. I can be contacted through my cell phone 0989717663. Thank you for your consideration.

Yours sincerely,

Sylvie Hsieh



Ho Feng Sa

No. 1, MingZhu Road.
Mackay, 4710 QLD
Email: leo*****@gmail.com

17 Nov. 2014

Urna Semper
Film Producer
Legendary Pictures Co.
15F, 2900 West Alameda Ave.
Burbank, CA 91505

Dear Mr. Jones,

I am writing to apply for the Cinematographer position posted on LegendaryPictures.com. Soon to graduate with a Bachelor's Degree in English, I have been ardently preparing myself for a career in cinematography instead.

Throughout my school life, I have devoted myself to studying the techniques in both filming and photography and subjected my work to rigorous competition. I'd attended the Taiwan Health Promotion Administration (what?) Competition and won first place among 260 groups. My other documentary film won first prize in cinematography from 109 competitors in the Ford Creative Advertising Competition. In addition to competitions, I have done work on social issues too. I shot and produced a music video titled "Island Sunrise" to commemorate the Sunflower Movement in 2014 that received over 24000 views in only a week, and was broadcasted over five different TV channels. To view my works, please visit my website--<http://.....>

To enrich my expertise in cinematography, I have taken up many real cases so as to learn different types of photography. For event photography, I'd worked for the Youth Reporter Camp (2012-2014) and NCU's Commencement, and etc. For commercial photography, I have shot for various companies, such as GoMaJi, MSBT, etc. To develop an individual style, I have also shot a personal photo album and held an exhibition of my own work in Taipei as well.

To further prepare myself for a career in this field, I founded a studio called Shift Studio this year and have been using this context to cultivate my skills in both managing and combining different fields of filming such as graphic design, sound-tracking, marketing, and so on. My studio has just finished the Commencement Music Video for NCU and is now shooting our own feature film. I believe all these experiences and ventures are enhancing my knowledge of the entire filming process and the market as well.

You can find my resume attached to this e-mail. I'd love to find out more about the position you're looking to fill, and I would welcome the opportunity to tell you how my skills and ideas can contribute to Legendary Pictures at an interview. Thank you for your consideration. I can be reached by phone at 0981*****.

Sincerely,

Ho Feng Sa (Leo)

Yu-Jhen Su
N0. 590-26 Dashe
Xinshi Dist., Tainan City 744
emilyingpony@gmail.com

18 November 2014

Mrs. Chen
4F-1 No. 7, Sec. 2, Anhe Rd.
Da'an Dist., Taipei City 106

Dear Mrs. Chen,

I am writing to apply for the position of International Trade Secretary, as advertised on 1111 Job Bank. I am currently studying at National Central University majoring in English but with another concentration in courses in the Business Administration Program, including Management and Marketing Management. I hope I could put my interests and learning into practice through working in the field of international trade.

I understand that, as a company that not only imports cosmetics and food materials but also has its own R&D department, Lica seeks employees who can demonstrate teamwork and creativity, who is detail-oriented and with good communication skills. I believe I fit these requirements perfectly. I had served as the course planning staff in the English Film Camp last year, where I learned coordination, collaboration, and management skills through working with other staff members. My current job is part-time periodical proofreader and translator at the Research Center and Advanced Science and Technology (RECAST) in my university. As a proofreader, I have learned the importance of patience and carefulness. In addition, occasional correspondences with authors have developed my communicative skills, which are further trained by many team and individual presentations in various classes.

I believe that I have the potential to become a valuable member of the Lica team. I would appreciate the opportunity to discuss my application in more detail at an interview. I can be contacted by phone at 0972xxxxxx. Thank you for your time and consideration.

Yours sincerely,

Yu-Jhen Su