

FANG YI

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Dear HR,

I am writing to express my interest in the SOCAR Company for the position of a Data Entry/Customer care operator as advertised on intern.com. I am a graduate student in the MS in Management program in George Mason University. I am proficient with both computer hardware and software. I believe that my excellent communication and leadership skills make me a suitable candidate for this position and I am confident that I possess the comprehensive skill set and the critical thinking ability to produce positive outcomes in this position.

I gained some experience while I served as an administrative assistant for a secretariat where I handled majority of the work dealing with basic administrative accounting and data entry tasks. I was also charged with the responsibility of ensuring that the company and its customers' data were entered correctly into the organization's database. I was assigned the duty of taking account of office inventory and ensuring that all computers and equipment were properly documented. I have also led in several capacities, one of which was serving as the president of the student union in Beijing Technology and Business University, where I learnt how to be proactive, transparent and decisive. I organized events and worked with a team of 5 executives to ensure that projects were efficiently accomplished.

I anticipate the opportunity to improve my leadership qualities as I work with other leaders within your organization. I believe that my great work ethics and leadership abilities will make me a valuable addition to your team and will strengthen the sense of responsibility and involvement among colleagues in the work environment. I look forward to the interview where I would have the opportunity to speak with you further about the scope of this position and my qualifications for it.

Thank you for your consideration.

Sincerely,
Fang Yi