Yuan (Derek) Dong

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02/03/2017

Dear Hiring Manager,

It is with great enthusiasm that I submit my application for the position offered by your company. As an administrative professional, I know my diverse skills and qualifications will make me an asset to your team.

As you will see from the attached resume, I’ve built my career in both China and Canada, mostly in small companies where I was not just an assistant but also a merchandiser. I thrive in an environment where no two working days are exactly the same.

In addition to active listening and communication skills, I’m also a detail-orientated person particularly when it comes to preparing, organizing and managing multiple tasks. I believe in applying this same level of attention to detail to tasks as visible as preparing the materials for a top-level meeting and as practical as making sure the copier never runs out of paper.

Last but certainly not least, I also want you to know that I’m passionate about providing world class customer service and sales solutions and I have strong problem solving skills and ability to deal with customers tactfully and effectively in a fast paced and ever-changing working environment.

In closing, I am thrilled at the possibility of the opportunity to meet with you and discuss the value that I can bring to your hornored organization.

I appreciate your consideration and looking forward to hearing from you at your earliest convenience!

Warmest Regards!

Yuan (Derek) Dong