

Ramona, Rao Jia

1420 rue de S ève
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Cell: (514) 550-5908
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March 23, 2015

Mr. /Mrs. ,

I am just about to successfully complete my courses for the DEC-Diploma in Accounting and Management Technology. My favorite subjects were the *Computer Management*, *Database Management* and *Accounting* courses.

The DEC program requires that I do an internship of 4 weeks in an enterprise. These 4 weeks are completely **free** and **unpaid**. I would very much appreciate if you could give me the opportunity to apply my skills and knowledge to the real life situations in your company. Some of your personnel might be overloaded with work - I could help in any task.

The Internship or “Stage au milieu de travail” is **free of charge** to your business and does not call for any further commitment or obligation on your part. However, I would be happy if you might consider me thereafter good enough to become a member of your team.

I enclose hereby my CV in the hope that you will give me the chance to do the Internship in your company.

Please call me at the above number - I promptly will return your call.

Thank you so much,

Sincerely,

Ramona, Rao Jia

Enclosure: CV

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Characteristics:

I am a positive, creative, reliable and hardworking person and conscientious at work. As a highly motivated graduate of Accounting and Management Technology, I have the ability to contribute accounting skills to the company. Now, I am looking for a **free** and **unpaid** position to do a 4 weeks' internship as account assistant, office assistant or documentation clerk. I would very appreciate to contribute my skills of accounting and management for your company. I speak **English** and **Mandarin** fluently, and have a basic knowledge of **French**.

Education:

2012-2014	LaSalle College, Montréal, QC.	Diploma of Collegial Studies(DEC) in Accounting, Finance and various computer skills, such as MS- Word, Excel, PowerPoint, Project, Access, Sage 50
2012-2009	Harbin No.1 High School	High School Diploma
2009-2005	Fenghua Junior High School	Junior High School Diploma

Work experience:

2013-2014	YOYO Depanneur	Cashier, book keeper
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References from work and schooling are available upon request.