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Cell-phone: ○○

Email: ○○

March 10, 2010

Mr. Lee

P.R. of administration

E&A communications

4F.-3, No.312, Sec. 4, Zhongxiao E. Rd., Da'an Dist.,

Taipei City 106, Taiwan (R.O.C.)

Dear Mr. Lee:

This letter is to express my interest in the Marketing Communication Assistant Manager that you advertised through the 104 Job Bank's web site. I will be receiving my Bachelor degree in June 2010. With background in communication, coupled with computer and engineering, I feel I can make a positive contribution to your company.

Through my education and four years practical training, I have gained extensive experience with planning project. Although I have limited experience in companies, I had been the class leader and team leader to reinforce my leadership, performed many projects include system analysis, designed commercial products and propagation for the past four years. In addition, propagating a product or executing a plan has taught me how to work as part of a team to reach the goal and how the sweet smell of success is.

Thank you for your time and consideration. I hope that you will find my experience and interests intriguing enough to warrant a face-to-face meeting. I am confident that I could provide values to you and your customers as a member of your team.

Respectfully yours,

Yi-fang

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Enclosure:

Resume

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Objective

To obtain a position with a strong, forward thinking, progressive company where I can fully utilize my knowledge and experience as a manager

Education

Bachelor Degree in communications, University of Ming Chuan, **2006 - 2010**

Major: Computer and Communication Engineering (CCE)

Language Skills

Chinese, English (listening, speaking)

Skills and Proficiencies

- Micro Office, Web Design
- Photoshop, Flash, Maya
- Planning and Scheduling
- Written Communication
- Customer Service

Licence

TOEIC

Activities

- Outstanding on graduated project of CCE, 2009
- Superior of School of Information Technology, 2009
- Superior of CHT programming race of ICT Application, 2009

References

Upon request

履歷表

基本資料 (Basic Information)

中文姓名	○○○	英文姓名	○○	
身分證字號	○○○	性別	女	
出生日期	○○○	血型	○	
電話	○○○	手機	○○○	
通訊地址	○○○			

教育程度 (Education)

學歷	組別(系別)	起訖年月
○○國小	普通組	民國 83 年 9 月至民國 89 年 6 月
○○國中	普通組	民國 89 年 9 月至民國 92 年 6 月
○○高中	第二類組	民國 92 年 9 月至民國 95 年 6 月
銘傳大學	資訊傳播工程學系	民國 95 年 9 月迄今

學業經歷 (Experience)

國小	班長
國中	班長、副班長、英文小老師、理化小老師
高中	班長、英文小老師、化學小老師、數學家教

大學	班代、Web 程式設計助教	
專業能力 (Computer Abilities)		
網頁設計	Dreamweaver、Web Programming	
文書處理	Word、Excel、Power Point	
影像處理	Photo Impact、Photoshop	
程式設計	Visual C、C#	
動畫設計	Flash、Maya	
校內成績 (School Achievement)		
學年度	上學期	下學期
95 學年	班排名第六名	班排名第七名
96 學年	班排名第四名	班排名第一名 - 獲銘傳大學 應兆優良學生獎學金
97 學年	班排名第三名 - 獲銘傳大 學應兆優良學生獎學金	班排名第一名 - 獲銘傳大學 應兆優良學生獎學金
	學校學生學習典範表揚 - 獲得智類學生學習典範推薦	