

15434 98 Avenue
Surrey, BC V3R 7G4

August 12, 2020

Brenda Yim
Essentia Modern Essentials Inc.
info@essentialholdings.com
Vancouver, BC, V5X 0C3

Dear Ms. Yim,

My name is Cathy Liu and I am currently a 5th year UBC student majoring in English Literature with a minor in Psychology. I came across your job posting for a content editor at Essentia Modern Essentials Inc. and would like to be considered.

In my attached resume, you will be able to see my experience working both in an office setting and in customer service. From my time working, I have gained valuable skills that helped me improve individually and with a group. I understand the importance of editing and have a strong ability to proofread for mistakes. One of your qualifications stated that it would be beneficial for a candidate is having an interest and experience in technology. I have studied Computer Science for two years before my transition to English and have a good base understanding which showcases my range of interests and abilities.

I am hardworking and my experiences in my studies and in the workforce have prepared me for the challenges and responsibilities of this position. I strongly believe that I will be a great fit for your company. I look forward to hearing back from you. If you have any questions or concerns, please feel free to contact me by email (cathyliu0627@gmail.com) or by phone (604-537-3633). Thank you for your time.

Sincerely,

Cathy Liu

Enclosed: Resume

CATHY LIU

TRANSFERRABLE SKILLS

- **Effective communication and leadership skills from leading and organizing a class project.**
- **Patience and ability to handle stress and pressure due to working in previous fast-paced environments.**
- **Strong organizational skills and follows rules and procedures responsibly**

WORK EXPERIENCE

UBC AMS BLUECHIP CAFE, CUSTOMER SERVICE REPRESENTATIVE/BARISTA

August 2017 – May 2018

- Maintaining composure and calmness during busy, large crowds
- Adapting quickly to different workstations (food prep, drinks, till)
- Learning how to make various coffee beverages

LOTTO! BOOTH, SALES ASSOCIATE

October 2015 – August 2016

- Working with large sums of money in a fast-paced environment
- Consistently following rules such as checking for id, asking for signatures
- Maintaining a clean and organized workspace

TWO PILLARS CONSTRUCTION LTD.

June 2014 – January 2015

- Secretary and organizational work such as filing
- General labour

VOLUNTEER EXPERIENCE

RIDE TO CONQUER CANCER, FOOD SERVICE VOLUNTEER

48-hour event, June 2014

- Working closely with event participants to prepare and serve food
- Setting up and cleaning equipment

GOODNESS IN HUMANITY CLASS PROJECT, GROUP LEADER/ORGANIZER

November 2014 – December 2014

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- Organized a bake sale to fundraise for the Food Bank
 - Collected clothing, food, and donations for the Food Bank and NightShift
 - Worked closely with group members to organize each event smoothly
 - Volunteered at the Little Pop-Up Soup Kitchen to provide drinks and a meal for the homeless; also setting up equipment and decorations

EDUCATION

JOHNSTON HEIGHTS SECONDARY SCHOOL

Graduated in 2016

- 'A' Honour Roll Student

UNIVERSITY OF BRITISH COLUMBIA

September 2016 – Present

- Fifth year student; major in English and minor in Psychology

REFERENCES

NATALIE CHEW – Previous manager of the Lotto! Booth | (604) 809-7075

SEAN CHEW – Previous manager of BlueChip Cafe | (604) 375-0769

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August 12, 2020

Natalie Chew, Store Manager
Guildford Lotto!
10355 152 Street
Surrey, BC V3R 7C1

Dear Natalie,

I hope you are doing well. I have been studying English Literature for the past five years since leaving Lotto. I am graduating this coming year and have been looking to apply to job postings. I am currently trying to apply to become a content editor at Essentia Modern Essentials Inc. For this reason, I am writing to you in hopes that you can write me a letter of reference.

As my first job, working at Lotto! was key in helping me gain valuable skills. I learned the importance of working individually, but also cooperating with others. What I learned from working here will surely help me wherever I work.

If you feel you are able to send me a letter of reference, please email it to cathyliu0627@gmail.com. I have enclosed my resume for you to review. Thank you for your time and I look forward to hearing back from you.

Kind regards,

Cathy Liu

Enclosed: Resume

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August 12, 2020

Sean Chew, Store Manager
Blue Chip Cafe
6133 University Blvd #3500
Vancouver, BC V6T 1Z1

Dear Sean,

I hope you are doing well. As you may remember, I am in my fifth year at UBC studying English Literature. I am graduating this coming year and have been looking to apply to job postings. I am currently trying to apply to become a content editor at Essentia Modern Essentials Inc. For this reason, I am writing to you in hopes that you can write me a letter of reference.

From working at this café, I learned the importance of time management. From the busy crowds and massive line of students, I learned how to depend on my own abilities to handle the orders. This is a valuable skill that will help me greatly when looking to edit large amounts of work.

If you feel you are able to send me a letter of reference, please email it to cathyliu0627@gmail.com. I have enclosed my resume for you to review. Thank you for your time and I look forward to hearing back from you.

Kind regards,

Cathy Liu

Enclosed: Resume

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Surrey, BC V3R 7G4

August 12, 2020

Lora Qualizza, Assistant CEO
Two Pillars Construction Ltd.
9712 190 Street
Surrey, BC V4N 3M9

Dear Ms. Qualizza,

I hope you are doing well. I have been studying English Literature for the past five years at UBC and I am looking to graduate this coming year. As a result, I have been applying to job postings. I am currently trying to apply to become a content editor at Essentia Modern Essentials Inc. For this reason, I am writing to you in hopes that you can write me a letter of reference.

Working at Two Pillars, it provided me with the experience to work in an office setting. With your guidance, I was able to become familiar with this unfamiliar setting. You made it a comfortable experience which I thank you for. The skills I learned from here will help me greatly when applying to this position.

If you feel you are able to send me a letter of reference, please email it to cathyliu0627@gmail.com. I have enclosed my resume for you to review. Thank you for your time and I look forward to hearing back from you.

Kind regards,

Cathy Liu

Enclosed: Resume