

Jenny Zhang
4400 Corless Road
Richmond, BC V7C 1N3

December 10, 2019

Orbis Investments
2600-4710 Kingsway
Burnaby, BC V5H 4M2

To whom it may concern,

Please consider my application as I am highly interested in the position for office administrator at Orbis. I will be graduating this coming spring as a Bachelor of Arts Mathematics Major and Economics Minor from the University of British Columbia.

The ad requested for a flexible, detail oriented, self motivated individual with a strong verbal and written communication skills and demonstrates the ability to solve problems through an analytical and questioning approach.

With my educational and professional experience, I possess the skills and characteristics of an ideal candidate for this position. My academic studies combined with my work experience has taught me how to use my critical thinking skills to solve problems while not losing focus on the larger more strategic goals at play. Having worked as an administrative secretary, I have experience with scheduling and making everything run smoothly. I am a self starter, a fast learner and a reliable person.

If my background and experience appears to meet the needs of your company and clients it would be my pleasure to learn from your passionate mentors and to contribute to your efforts. I would truly appreciate being given the opportunity to gain a diverse set of experiences and knowledge.

Thank you for taking the time to review my application. My contact information is listed on my resume, should you have any questions. I will be more than happy to hear from you.

Sincerely,

A handwritten signature in black ink, appearing to be 'Jenny Zhang', written in a cursive style.

Jenny Zhang