


Assignment 4.2: Application Package

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Job Advertisement and MLA Citations



Content Creator

MoveMate [+ Follow](#)

Paid (Full-time) (30 hrs/wk or more)

[Apply](#)

Job Type

Paid (Full-time) (30 hrs/wk or more)

Desired Skills

Bilingual Communication

Job Description

What's in it for you?

As a content creator intern, you will be a crucial member of the marketing department. You will have the opportunity to get involved in a growing company where your new ideas, creativity, and strong proposals are welcome. Do you want to put your creative genius to the test? Then, this opportunity is for you. As a content creator and copywriter, you will be in charge of making something as bland as moving and delivering into something entertaining to engage our customers. Sounds exciting, right? There is more! You will also have the opportunity to learn and implement different writing formats across our channels: social media content, SEO optimization, website updates, email marketing, printed media, and much more!

Do you have excellent writing and communication skills? Do you want to evolve within a dynamic and challenging startup? If so, this opportunity might be the right fit for you.

As part of the MoveMate team, you will also be able to expand your knowledge on the startup sphere and engage in meaningful conversations with MoveMate's founders and managers through our training sessions, workshops, and happy hours.

Role description

The ideal candidate is a competitive self-starter that thrives in a fast-paced environment. This position entails Organizational skills, Customer Service Skills and Quick Thinking

Your goals are, but not limited to:

- Answering customers on intercom, email, FB, and over the phone
- Helping customers book their moves/deliveries
- Addressing customer concerns and issues during their move
- Gathering customer feedback after all moves and brainstorming ways to improve processes with the operations team
- Invoicing customers

Qualifications

What we are looking for:

We are looking for highly motivated individuals that are willing to work hard, learn and grow exponentially. Candidates must be people-oriented, flexible and able to adapt to new situations frequently.

Important Dates

Posted On:
Nov 23, 2021

Application Deadline:
Dec 15, 2021

Applying for jobs: Make sure you follow the application instructions closely. To upload your resume and any other requested documents click on "Documents" and "add new". You can upload multiple resumes targeting specific jobs.

General requirements

- University degree or in-progress
- Experience with data entry
- Proficient with Google Drive tools
- Experience in customer service
- Bilingualism (French & English) a plus

Good to have:

- Past experience in Operations or Logistics
- Lead experience
- Willingness to learn and adapt

Hours Per Week

24-45

Job Location

Montreal, Quebec Canada

Job Nature

Virtual (Online), Internship

Website

<https://movemate.ca/>

Experience Level

Current Students in an Undergraduate Program, Current Students in a Masters Program

Job Nature

Virtual (Online), Internship

Website

<https://movemate.ca/>

Experience Level

Current Students in an Undergraduate Program, Current Students in a Masters Program

ID

895123

Salary Type

Hourly

Is this position paid or unpaid?

Paid

Job Length

September 3rd, 2021

Organization Type

For-Profit or Private

Works Cited

“Content Creator.” UBC Careers Online,

<https://ubc-csm.symplicity.com/students/app/jobs/detail/23c320e50189e9c387f4b0c89d27155b#jobact.apply=1>

5700, Plover Court
Vancouver, BC, V7E 4K2

December 3, 2021

MoveMate
2300 Avenue. de la Salle
Montreal, QC H1V 2L1
Subject: Content Creator Intern Position - Jenny Li

Dear Hiring Manager,

Please consider my application for the Content Creator intern position at MoveMate, as advertised on the University of British Columbia's CareersOnline website. I am a 4th year Bachelor of Arts student with a major in Psychology. I am also enrolled in UBC's Business + Masters of Management Dual Degree program. I will graduate with my Bachelor's degree by the end of summer 2022.

My areas of study and interest in communications and marketing aligns perfectly with the requirements of this position. As an innovative, social media savvy individual, my passions and goals fit well with that of your company.

As indicated in my resume, I have 7 years of customer service experience which provided me effective communication skills, and passion for working with people. Throughout my education at UBC, I am well-versed in Microsoft and Google tools. Courses in UBC's business program taught me relevant data entry and organizational skills. Additionally, having experience building my own website and creating social media content, I am a strong and flexible writer. Moreover, I am knowledgeable about social media and curious about discovering successful content creation methods. With these skills, I believe I would be the best candidate for the content creator intern position.

Thank you for considering my application. Should I be eligible for the position, please contact me at jiayijennyli@yahoo.ca.

Sincerely,

Jenny Li

Jenny Li

Jenny Li
5700 Plover Court
Vancouver, BC V7E 4K2
Phone: (604) 500 - 9828
Email: jiayijennyli@yahoo.ca

Objective Content creator internship position with opportunity for advancement

Education *The University of British Columbia, Vancouver, BC*

2016-Present Bachelor of Arts, Psychology, 4th year

- Practiced in using statistical and organizational applications such as Excel, Google Sheets, SPSS and JASP

2020-Present UBC Sauder Bachelor + Master of Management Dual Degree

- Exceptional team leading abilities in projects
- Wrote and interpreted case memos and professional reports
- Educated in organizational skills and data entry skills

Employment

June 2021-Present *De Dutch, Vancouver, BC*

Restaurant Server

- Personable communication with guests
- Fast-paced team-oriented environment
- Addressing customer concerns and improving based on feedback

June 2018-Nov 2019 *Blossom Dim Sum & Grill*

Restaurant Server

- Performed high-quality service
- Professional and enthusiastic customer interactions
- Trusted team leader
- Practiced efficiency under fast-paced, high pressure moments

Projects

2021 Research Project on “Barriers in Research Opportunities for International Students at Post-Secondary Institutions”

- Team research project conducted for UBC SEEDS Sustainability Program, published on <https://sustain.ubc.ca/research>
- Collected data and interpreted results using Google sheets
- Frequently communicated and worked step-by-step with client through email

References Available on Request

To: Tiffany Bryan (tbryan@dedutch.com)
From: Jenny Li (jiayijennyli@yahoo.ca)
Date: December 3, 2021
Subject: Request for Reference - Jenny Li

Dear Tiffany,

I hope you have been well since we last spoke and I hope work has not been too stressful for you.

I am writing to you to request a letter of reference for a content creator internship position. Would you be willing to be one of my references? Having worked for De Dutch and under your leadership for six months, your confirmation of my work ethic and customer communication skills would be helpful in further persuading the employer for the content creator internship position to consider my application.

I have attached my resume below. If you have further questions, please do not hesitate to contact me through our De Dutch ConnectTeam app or via email at jiayijennyli@yahoo.ca.

Thank you for your time and consideration, I look forward to hearing from you.

Sincerely,

Jenny Li

Jenny Li

Enclosure: Resume - Jenny Li

To: Dr. Jiaying Zhao (jiayingz@psych.ubc.ca)
From: Jenny Li (jiayijennyli@yahoo.ca)
Date: December 3, 2021
Subject: Request for Reference - Jenny Li

Dear Dr. Zhao,

I hope you have been well since we last spoke. I am writing to you to request a letter of reference for a content creator internship position.

Last semester, I was enrolled in your PSYC 421 Environmental Psychology class. This course was insightful in many ways and I genuinely appreciate your guidance throughout the course. For the project, my group frequently communicated and received a lot of helpful feedback from you. Most memorably, your class has taught me the skills to write a professional scientific research paper, as well as team work skills, and communication skills with a professional client.

I am hoping you would be able to provide a reference for me for this content creator internship position, based on the teamwork and writing skills I demonstrated in your class. Your reference would be an excellent addition to my application.

I have attached my resume below. Please contact me at jiayijennyli@yahoo.ca if you have any questions.

Thank you for your time and consideration.

Sincerely,

Jenny Li

Jenny Li

Enclosure: Resume - Jenny Li

To: Michaux Sun (michaux2817@gmail.com)
From: Jenny Li (jiayijennyli@yahoo.ca)
Date: December 3, 2021
Subject: Request for Reference - Jenny Li

Dear Michaux,

I hope you have been well since we last spoke. I am writing to request a letter of reference for a content creator internship position.

For two months, we worked together on the case memo project for COMM 120 last semester and we were the leaders of our group. The two of us were the ones organizing Zoom meetings, leading discussions, and setting deadlines for other members in our group. Additionally, for that project, we used Google Drive to put together our written document and Google Slides for our presentation. In the case memo project, we gave business critique in the form of a written memo to a company based on the information provided by our instructor.

Since we put in a lot of effort into this project and we were arguably the two top contributors to it, I was hoping you would be able to provide a reference for me to confirm my work ethic and enthusiasm in the process of the project, as well as my leadership, organizational, and writing skills.

Attached below is my resume. Please contact me at jiayijennyli@yahoo.ca or via FaceBook Messenger if you have any questions.

Thank you for your time and consideration.

Sincerely,

Jenny Li

Jenny Li

Enclosure: Resume - Jenny Li