

5959 Student Union Blvd  
Vancouver, BC Canada V6T 1Z4

August 7, 2018

1 Queen's Road Central  
Central, Hong Kong

Dear Mr Chan,

My name is Steven Lui and I have just completed my third year in University of British Columbia. I am majoring in Psychology. I would like to have an opportunity to work as a marketing assistant in the September 2019 so that I can have firsthand knowledge of how a business is run.

From my enclosed resume, I have worked in the Yesstyle.ltd and Red Cross as a marketing intern and a human resource intern. With the working experience in prior companies, I am confident to work efficiently in an office environment and under pressure. I speak fluent English, Cantonese and Mandarin. As I have lived in the Canada for three years, I am comfortable speaking English in everyday conversation. Besides, I have met and made friends with people of different countries and have confidence in communicating with others well. It is important for a company to have employees that are communicating effectively as it would strengthen the efficiency of production.

I may not have all the skills or knowledge required for work in business yet. However, I am a sensible person who has good organization skills and a sense of responsibility. I am eager to learn and will try my best to succeed as a part of your company. I am confident in learning everything that would help the company. I would be glad to attend an interview at any time convenient to you.

I have attached my resume. Please let me know if there is any further information required. I look forward to your favourable reply soon. Thank you.

Sincerely,  
Steven Lui  
Steven Lui  
Encl. Resume

