**II. A one-page cover letter**

West 10th Avenue

Vancouver, BC, V5X 1Y9

December 16 2020

Mark Patterson

Hiring Manager

2680 14th Ave, Markham

Ontario L3R 5B2, CA

Dear Mark Patterson,

Please consider my application for a Chinese-English position at Bittele Electronics Inc, as advertised on the Indeed Job Website. I will graduate from the university of British Columbia in May 2022 with a Bachelor’s of Interdisciplinary Program. In the program, I studied Chinese and English. As a member of UBC Chinese Program, I have rich experience in teaching English students Chinese.

From my role as a volunteer in UBC Chinese program , I’ve encountered numerous tasks such as communicating with students from various cultural background, peer-reviewing their interview materials and their assignment drafts. In particular, this experience has allowed me to further my skills in communication. I’ve also learned from working collaboratively with my fellow team and program members, as well as professors.

I further developed skills that are essential to a good team member. I consult with management and coworkers constantly, and under their supervise, I have learned how to review documentation such as weekly reports, and I will report any progress that my students made through out the semester.

Due to my passion in Chinese, I am energized to face any challenged while focused on helping coworkers to overcome language barriers. I am excited for this great opportunity. I believe with my work experience, my education, and my communication skills, I can bring value to your team.

Thank you for your time and consideration of my application. If you believe that I would be a good fit, please feel free to contact me at [shujupengschool@gmail.com](mailto:shujupengschool@gmail.com)

Sincerely，

Shujun Peng