9514 Miranda Court

Fairfax, VA 22031

June 30, 2016

Dear Hiring Manager,

It is a great pleasure that I have the opportunity to apply for the position of New Business Intern for the Winrock International. According to the job description, I believe my responsibility strength and professional skills make me a suitable candidate that you are looking for.

Through pursuing the MS in Management in the George Mason University, I possess great writing abilities even though English is not my first language. During the graduate study in America, I am good at working with team members and communicating. The truth is that the teams I was assigned to were very effective all the time. Moreover, I am an object-oriented person: I always set a high-level goal to encourage myself to be a better person than yesterday. Therefore, after completing the graduate study, I am able to coordinate a variety of tasks at the same time, meet deadlines, work effectively under pressure. As you will see from the attached application, I am proficient in Microsoft Office, especially in Excel. More importantly, I always pay attention to every detail because I believe attentively completing the job assigned by employers is the basic duty of every employee. This exactly meets your expectation – attention to detail required.

In addition, in China, I have two internship experience. The first one is working as a GRO (Guest Relationship officer) in Shangri-La hotel for six months from 2014 to 2015. I was assigned to operate Front Desk, Rooms Controlling, and Lobby Greeting. To be more specific, I learnt to give a warm welcome to guests on arrival and assist them with check in and checkout. This internship helps me become a responsible and detail-oriented person. For the second one, I was a trainee in Huaxi securities for two weeks in 2015. During this internship, I also learnt the fundamental knowledge pertaining to finance. My different background will bring different ideas to Winrock International.

Last but not least, I have concerned about the disadvantaged, increase economic opportunity, and sustain natural resources for a long time. I really want to do something in this field. Now, I am thrilled for submitting the application and at the possibility of being employed in the New Business Services Unit. I am willing to have the opportunity to meet with you and discuss the value that I can bring to Winrock International. I appreciate your opportunity, and I am looking forward to hearing from you.

Regards,

Yilin He