4803 Nash Drive

Fairfax, VA 22031

June 21, 2016

Mr. Victor Morison

HR SHARED SERVICES ASSISTANT

Inova System Office

8110 GATEHOUSE ROAD

Falls Church, VA

Dear Mr. Morison:

Your recent posting on Indeed.com for the HR SHARED SERVICES ASSISTANT drew my attention. HR shared services assistant is one of my dream job and this job is perfectly match for my current graduate major. As a management graduate student, my current GPA is 3.71, I believe that I have sufficient ability to hold this job.

As I studied in China, I found opportunities for different jobs so that I accumulated much working experience. Before I changed my major from digital media to management, I had a one-year working experience as a photographer. In this role, I learned how to communicate with different people by working with a large number of clients. In this process, I obtained a lot of communicating skills, negotiation skills and execution skills. That would be helpful for me to be suitable for this job. Also, my proficiency of relevant Adobe applications and Office applications will be useful in some cases if I am an HR SHARED SERVICES ASSISTANT.

Most importantly, my current major is management, my relevant major knowledge and skills could help me to adjust this job successfully. By learning financial knowledge and relevant management knowledge, I developed my marketing, organizing and academic writing skills. I hoped in this position, I can close my gap and cover the shortage by combining the theoretical knowledge with the practical experience. This is my target in my intership.

Attached is my resume and I listed my skills and previous working experience in that resume. If any additional information is needed, please contact with me at [wli16@masonlive.gmu.edu](mailto:wli16@masonlive.gmu.edu) or telephone at 703-894-8077. Thank you for taking time to read this letter.

Sincerely,

Weichen Li