

January 9th, 2010

Quang Quoc Van
243 / 56 B Vo Van Than Street
NCT Ward, District 3
Ho Chi Minh City

GazeFi Events
Ms Nguyen Thi Bich Thao – Managing Director
4th F, Golden Fish Bld.
168 Xo Viet Nghe Tinh St., Ward 21
Binh Thanh Dist., HCMC
Vietnam

Dear Ms Nguyen Thi Bich Thao,

Thank you for giving my mission your consideration. Through our Business Development Department, I found out that GazeFi offers the opportunity for Raffles students to participate in an internship program. As a graduate student at Raffles International College Ho Chi Minh City I am writing to apply for the internship position as an Account Executive. I am interested in Event Management and am very keen on learning exactly what specialized Account Executives do on a day-to-day basis.

Through my working experience with Sun Tours and Orchids Import & Export Ltd., I have developed an outstanding attention to detail and sensitivity to deadlines. While I was responsible for customer service and external communication, I improved my language and writing skills as well as a strong focus on customer orientation and satisfaction. I never had any complains about the quality of my work. At Raffles International College, I learnt to learn, train, organize myself and adapt skills independently and I also became an active member of the school event organization committee.

My experiences in research, marketing and hospitality, working and managing others under pressure have given me many skills. The ability to work independently as well as part of a team with or without supervision along with my language knowledge could be a valued contribution to GazeFi Events.

I would greatly appreciate the opportunity to talk with you further about this internship. Please feel free to contact me at _____ or _____ with questions or for clarification. Thank you for your time and consideration.

Sincerely,

Quang Quoc Van

Attached
Resume