

Name of Recipient

Address



Dear [***Name of Recipient***],

My name is Hiu Chun Lam and I'm writing to apply for a position in [***Position/Department***].

I have worked in Win Depot Restaurant Supply for 5 years; as a cashier, computer tech, purchaser, and assistant manager. My main responsibilities included customer service, cash registers, and purchasing for retails. From these responsibilities, I learned how to manage my time and prioritizing my workload, keeping my work organized, being resourceful, and flexible. I received my bachelor's degree from Alfred State College. I am proficient in Maya, Photoshop, Premiere, Audition, and After Effects. I believe I would be a perfect addition to your company.

Please feel free to contact me at 347-768-9559 or LamHiu204@gmail.com I look forward to hearing from you.

Sincerely,

Hiu Chun Lam