

..... District

..... province

Mobile:

Human Resource Department

Dear Sirs and Madams

My full name is Truong Thanh Dung. I am 27 years old, male and have graduated the Thai Nguyen University of Technology in,

During my studies and working, I have improved my ability to:

- Work under pressure.
- Be independent and creative in work. I can work in teamwork.
- I am familiar with computer and some software such as: AutoCad, Office,...

From to, I work at Foxconn. Here, I am ICT – FT engineering (Repair, function test mother board, operation , quality control produce). I had completed function of me.

From to now, I work at Viet Nam Tabuchi Electric. Here, I am supervisor production.

I realize me have possibility learn and work for new function.

I got the information in your advertisement that your company is recruiting new staff and I realize The Group have good develop trend, stature, position and professional working atmosphere so I would like to apply for the post of main production or QC in your company with my wish as more study and work at new-model atmosphere and more professional.

I hope that you will give me an appointment at a time most convenient to you when I call at your office for this job.

I enclose my CV and recent photograph.

I look forward to hearing from you.

Yours faithfully