



Column Format

"Connecting Curriculum and Career"

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Mr. Dan Lopez
Lucasfilm Ltd.
Human Resources
P.O. Box 4839
San Rafael, California 94566

Dear Mr. Lopez,

I am applying for the position of Executive Assistant for the Marketing Department (PR#11) which I found listed on your company website. I know I could make a valuable contribution with my attention to detail, and ability to juggle multiple projects while doing quality work with a sense of humor which I did as the receptionist at the Cartoon Museum.

My Qualifications:

- Schedule appointments, presentations, and interview dates for up to 50 employers and students daily
- Daily create and maintain multiple databases for development
- Compose, transcribe, and edit correspondence, job descriptions, quarterly newsletter, and training materials
- Maintain confidential employer and student records

Further details of these attributes are available in the attached resume. I encourage you to contact my managers and previous employers to give you insight as to my abilities and strong work ethic. You can expect to hear me described as an "organizational guru", and a person who typically states, "It's a piece of cake" no matter the challenge or degree of difficulty."

I would appreciate the opportunity to interview for this internship. I am eager to discuss with you in greater detail how I can contribute to Lucasfilm Ltd.

Thank you for your time and consideration.

Sincerely,

Chris Nguyen