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Front Desk

SGPS

Kingston, Ontario

To whom it may concern, I hope you are willing to accept this application for the position of front desk. I am enclosing my resume and detailing my experience.

As a master student who has strong interest in communicating and helping others, I find the job front desk mostly support local community of graduate student.

I have three advantages for this job positions. One of them is that I am currently a grad student at queen's university studying electrical and computer engineering. Last year, I attended couple of events hosted by SGPS (game night, picnic and grad writing) which gave me a better understanding of the importance of SGPS. Another advantage is that I had various volunteer experience both in china and Canada. For example, I was working for region library in Nanjing as a team leader and a stage hand in Kingston for the pride parade. In this case, I know how to communicate with students and co-workers. The last advantage is that I am a international student and I received so many help from SGPS and been through the period of million questions. I am so grateful and willing to devote myself to this job.

I look forward to the possibility of interview. I can be reached at 3433335842.

Sincerely,

Manqng Zhou