

COVER LETTER

Oeun Sornsereyrachana
#9A, St.2, Sangkat Toul Sangkae, Khan Russey Keo,
Phnom Penh, Cambodia
Telephone: +855 77 461 996, +855 98 850 451
Email: rachanaepo@gmail.com

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To Whom It May Concern,

I am thrilled to be applying for being a content writer and sale advertisement staff in your company. Due to my qualifications and experiences, I am sure to be qualified in this position and I will contribute all my knowledge to this job for betterment. I am enclosing my resume and other required materials for your review.

Currently, I am a year 4 student at Institute of Foreign Languages majoring in International Business. I am highly qualified and will be asset for your organization due to my punctuality, conscientious behavior, and prodigious achievement at using English. Moreover, I am quite suitable to work in a group or team because I am an amicable and a tolerant person.

I have been working as a seller and customer service consultant for 2 years already. You can perceive it in my entire resume. I assure my experiences will contribute to this priceless position.

I would appreciate if we could meet up for an interview and discuss on how I can benefit your company any time at your convenience. You can call me at +855 98 850 451 or +855 77 461 996 or email me at rachanaepo@gmail.com.

Thank you so much for your valuable time you took to review my letter.

Best Regards,

Oeun Soensereyrachana
Enclosure: Resume

CURRICULUM VITAE

- **Name & Surname:** Oeun Sornsereyrachana
- **Address** : #9A, St.2, Sangkat Toul Sangkae,
Khan Russey Keo, Phnom Penh, Cambodia



- **Contact Number** : +855 98 850 451, +855 77 461 996
- **Email** : rachanaepo@gmail.com

Apply for Content writer and sale advertisement

PERSONAL DATA

- **Nationality** : Cambodian
- **Sex** : Female
- **Height** : 164CM
- **Weight** : 44Kg
- **Marital Status** : Single
- **Date of Birth** : June 04th, 1996
- **Place of Birth** : Tnol Bek Village, Roka Krao Commune,
Doun Keo District, Takeo Province

EDUCATION PROFILE

-**2012** : Finished Bac II at Chea Sim Takeo High School
-**2013-2014** : Finished year 1 majoring Law at Royal University of Law and Economics
-**2013-Present** : Institute of Foreign Languages (IFL), Bachelor year 4, Majoring International Business

LANGUAGES

-**Khmer** : Native Language
-**English** : Very Good

PROFESSIONAL EXPERIENCES

-**2015-2016** : Online seller and customer service consultant at Little Fashion Online Shop, the biggest clothes online shop in Phnom Penh.
-**2016-Present** : Seller and customer service support at Home Sweet Home Furniture Cambodia.

COMPUTER SKILL: Microsoft Words, PowerPoint, Be able to use internet.

PERSONAL INTERESTS

- Willing to work hard with strong commitment to the organization/company.
- Preferring to share and exchange experiences with others, colleagues, and etc.
- Be flexible in working time.
- Reading books, Internet and news.
- Watching TV, sometimes only.
- Listening to music.
- Traveling to different places especially interesting areas.

REFERENCES

-Mr. Chap Vikrant
English Teacher at Institute of Foreign Languages
Tel: +855 17 485 963, +855 16 975 818