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December 18, 2009

Alexis Malcovic, Hiring Manager

Global Strategic Headquarters

10808 South River Front Parkway

South Jordan, Utah 84095

USA

SUBJECT: Letter of Application

Dear M. Malcovic:

As I was reviewing the job sites on the internet I came upon a job posting by your organization for a Global business analyst position. Please accept this letter and the attachments as application for this position.

In accordance to my CV you will note that I have had several opportunities to make career plans while I was attending university. Furthermore you will also note that I have a strong background in analyzing financial data, communicating and reporting skills, which I learned while doing my military service. I believe that my military background as well as the skills I learned in planning business strategies makes me a strong candidate for this position. I’m a proficient in MS Office Suite as well as various kinds of computer programs. My English is at a professional level for communication in a various situations, and I can speak Korean, Chinese and Japanese fluently, which are helpful in global business. My greatest joy is communicating various kinds of people through on-line and off-line.

Finally, my winning mindset, strong analyzing skills, and my ability to result-driven gives me additional tools to do this job. I want to enlarge my experience and widen international perspective while working with your organization. Your company work for global companies. Therefore it is perfect to me to achieve global accomplishment. Also, I’m going to try to expand business relations between your company and Korea.

Thank you for your time and consideration to this matter and I look forward to discuss my qualifications in detail with you. Please do not hesitate to contact me at your convenience.

Best regards,

Chung hyun jun

H.J. Chung

ATTACHMENT: Resume