

Jasmine Liu
5F, No. 4, Ln. 73, Lanzhou St.
Dalin Township
Chiayi Country 622, Taiwan
Email: jj01330@yahoo.com.tw
Phone: (05) 2650693

May 1, 2012

TransAsia Airways
9F, No. 139, Cheng-Chou Rd.
Taipei 103, R.O.C

Dear Sir/Madam:

SUBJECT: APPLICATION FOR GROUND SERVICE

I am Jasmine Liu, and this is with reference to the vacancy of Airline Ground Service published in 104 Job Bank website yesterday. I am an Applied Foreign Languages graduating student of National Formosa University and I am pursuing my studies externally.

I went through the job description stated in the advertisement for this profile. I believe that I possess the right skills. I am fluent with communication in English – written and oral. I am fluent in speaking Taiwanese as well. I am proficient with MS Office and am used to make use of computers for day to day to operations. Patience and responsibility are two main personality traits that I possess.

I believe that these skills and personality traits make me the perfect candidate for this profile. I scored seven hundred and sixty (760) of TOEIC last year. I can certain that I can meet the expectations of your company. We can discuss these further, if you give me a chance to come for an interview. I have enclosed my resume herewith.

I look forward to getting a positive response soon. If the opportunity for an interview should arise, please contact me at my home number between four and six in the afternoon. Thank you for your consideration.

Sincerely,

Jasmine Liu

Jasmine Liu
ENCLOSURE: 1 RESUME