

MingYang Zhang
1706 W 13TH ST
Brooklyn, NY 11223
(917)-442-5786
mingyz0403@gmail.com

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ITHAKA
6 East 32nd Street 10th Floor
New York, NY 10016

Dear Mr. Gregor,

I am interested in the part time office assistant position at your company, as advertised on your website's careers page. This exciting opportunity appears to be an ideal fit for me as I have the skills and experience necessary to contribute to your department.

Previously, I was employed by Brooklyn Public Library Kensington Branch as a librarian. I also worked at the JEI Learning Center as teacher assistant. As a librarian I gained the skills and experience necessary to perform circulation and customer service. These skills include using a network wide database to locate books, shelve and unpack books for shelving or delivery, and assist my supervisor with book check-in and other support as needed. During my time as a librarian and teaching assistant I developed the skills that are required to be successful as an office assistant such as manage inventory, fax, and scan.

I am confident that I have the skills and experience you are seeking for. I would appreciate the opportunity to interview for the office assistant position. Thank you for your time and consideration and I look forward to hearing from you.

Sincerely,

MingYang Zhang