

JING MIN

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March 1, 2024

Dear Recruiter,

I am writing to express my strong interest in the position I'm applying for at your company. As a master candidate in translation and localization management, with certain construction estimate experience and financial experience, I believe I would make an excellent addition to the position.

I'm a Middlebury Institute of International Studies at Monterey student who will graduate this May. I'm currently working in a non-profit organization Translator for Elders; I have been working as a help center specialist and marketing specialist for a year and a half. Working in the organization has improved my presentation and communication skills which could help me effectively analyze, assess, and interpret program outcomes for different audiences.

My unique entrepreneurial background, co-founding an automotive business during my undergraduate, has equipped me with certain marketing skills that make me develop in social media platforms. I am skilled in utilizing social networks and understand how to leverage marketing to enhance visibility and attract greater traffic for individuals and brands.

Working individually requires a clear mind and some leadership skills. Different interests guide me to be able to balance diverse perspectives and find common ground to achieve certain objectives. My campus involvement experience is also valuable since it enhances my ability to work with faculty and instructional academic staff in higher education.

I have undertaken many project management courses and projects (which can be found on my website), and with my own experiences and great professional expertise gained from my master's degree, I believe I have met the qualifications of this position.

I would like to make the following statement regarding my visa status: I am aware that this position provides visa sponsorship. Sincerely, I will not require visa support from your company in the future, as my fiancé (U.S. permanent resident) and I, who have been together for five years are considering marriage. My field of study is in STEM, which qualifies me for a three-year OPT (Optional Practical

Training). If considered for this position, we intend to resolve all related matters within the duration of my OPT, thus eliminating the need for any visa sponsorship from your company.

Best Regard,

A handwritten signature in black ink, reading "Jing Min". The signature is written in a cursive, flowing style.

Jing Min