Nguyen Van A

Tan Binh, HCMC

M: 09090909xx

E: nguyen....@gmail.com

14<sup>th</sup> June 2014

**Human Resource Department** 

ABC Trading company

Tan Binh, Ho Chi Minh City

Dear Sir/ Madam,

**Apply to: Import Export Staff position** 

I am writing in regards to the position of Import Export Staff currently advertised on the

ViecLamVui.com website. The particular skills and requirements listed in your advertisement

interest me a lot.

I am employed at DEF Company specializing in manufacturing electric components where I

have been the Import – Export Staff for 3 years. At here, I am extremely skilled in:

- Making the customs profile and related documents

- Communicating and contacting with suppliers, customers, about the receiving and

delivering schedules, prices

- Making and following up the import-export plan

- Check the Import – Export documents, calculate the tax, ship fee, warehouse fee

I have got a Bachelor Degree in Foreign Trade and Toeic 800, familiar with Ecus software,

well understanding about Incoterms 2000 and 2010. I usually update all the Law and

Government document about Import - Export. I really enjoy communicating with others,

working in a team as well as in individual.

These are the qualities, experience that you're looking for this position. I have enclosed a

copy of my resume for your consideration. I look forward to hearing from soon.

Yours faithfully,

Nguyen Van A