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14th 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 Careerlink.vn 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

