

I am responding to your advertisement for the post of Job Search that appeared in Bangkok Post Official Online Webpage. We met at the conference on Thailand TESOL Seminars last week. I was impressed with your speech and thrilled to hear that you are seeking young engineers for Online Project Manager (German Speaker) positions. I am writing to inquire whether there are any openings in your company for Online Project Manager (German Speaker) either now or in the future. Enclosed for your consideration is a grant application for the amount of 20,000 Bath. We believe that the subject of the proposed research would be of interest to Online Marketing Pro Co.,Ltd. I am greatly interested in working in your company as a trainee from 05 February 2018 this year till 02 February 2019 next year. I would be grateful if you could inform me under what conditions you accept trainees.

I have/hold a Master degree in German from Kasetsart University. My coursework included German Translation and German Literature. My qualifications are as follows: Good communication and organization to work well within a team environment and Good command of German and English. In addition, I have extensive/long/wide/relevant experience of coordinating with both partners and customers, development and make a new contract with our partners and customers and management and financial controlling. My key strengths that I possess for success in this position include: acted as a point of contact within the department for, co-ordinated and implemented, delegated tasks, placing emphasis on individual strengths, and deputised different roles, as and when required. I am confident that my education and skills give me an ideal background for the position of Online Project Manager (German Speaker). My educational background and technical skills are well-suited to the goals of your company. As you can see, I have a firm foundation in German Speaking. I feel that my qualifications match your requirements. I feel I would be a suitable candidate for Online Project Manager (German Speaker). I believe that my educational background and technical experience will make me a very competitive candidate for this position. I am confident that with my skills I can make a contribution to your company. I would like to bring my skills and experience to work for you. The accompanying CV should give you an idea not only of my past achievements but also of my potential for making a significant contribution to your company.

I would appreciate the opportunity to meet with you to explore how I can contribute to your company/organization. I am available for a personal interview at your earliest convenience and may be reached at the telephone number/e-mail address above. The enclosed CV gives a detailed account of my qualifications and experience. Thank you for your time and consideration.

Yours faithfully,

Ajarn Ronnakorn Thummachit

*English Lecturer and Head of Educational Testing and Assessment Division, Language Institute,  
Nakhon Pathom Rajabhat University*