**Evgenia Kim**

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02/20/2019

BC Hydro

333 Dunsmuir St.
Vancouver, B.C.
V6B 5R3

RE: Administrative Assistant Position

Dear Recruitment Team,

I am incredibly excited and grateful for the opportunity to work not only for the largest energy distribution company in British Columbia, which is well-known in the global energy industry, but also for one of the BC’s top employers in 2018 and 2019. I would be happy and proud to be a part of your professional “dream team” and continue working in a field, which is related to my experiences and skills.

In my home country Russia, I had over 6-years work experience as an administrative assistant at one of the largest companies in the energy industry “Sakhalin Energy Investment Company Ltd.” The main shareholders of the company are Russian “Gazprom” and international “Shell Corporation”, which are involved in oil and gas production on the Sakhalin shelf. During this time, I had to manage and provide front desk coverage and general administrative support for about 200 students from over 50 countries enrolled in the International school. Using my ability to multi-task, work independently and in teams, solve problems, make decisions and communicate with everyone in a polite manner, I assisted and helped the school team to operate professionally and efficiently.

I also had opportunity to make a career and get experience as a teacher at the school, creating and managing engaged learning environment for over 150 international students. While I was working, I used every opportunity to develop myself and increase my professional level. I improved my skills and extended my knowledge, passing courses and training in areas such as personal assistant among others. As a professional, I always provided excellent service and learning on a daily basis. As a result, every year of my work in the company I got high goal performance appraisals.

As a student of Capilano University I have been developing knowledge in North American Business and would like to apply my knowledge, try to experience more and go beyond known. I believe that my huge desire and ability to challenge myself, combining all my knowledge, skills and experience with new ideas and fresh thinking, make me the “exclusive” person for you company that you are looking for. I want to thank you for your time and consideration and I look forward to hearing from you.

Sincerely,

Evgenia Kim.