

Hiep N. Nguyen

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Dear [employer],

My name is Hiep and I am currently a 4th year at Bridgewater College, graduating in the Spring of 2020 with a double major in Finance and Business Economics and a minor in Philosophy and Religion. I am excited to hear about the career opportunity; it is a chance for me to gain further experience and apply my skills in the field of business and finance as I work towards attaining a CPA. I have enhanced my education through internships in banking, accounting, non-profit finance, marketing, sustainability, and data analytics with working knowledge of business and financial economics. I believe these will help me have a positive impact in the firm. I am also passionate about observing the operations of the business and am excited to learn while contributing my efforts using innovation and creativity towards various projects.

I was a risk and credit analysis intern for Park View Federal Credit Union this past Fall and had completed all my assignments by the end of the past year. I was also an Accounting Intern at FR Drake, a Middleby subsidiary, this past summer where I audited and journalized invoices, expenses, payroll, and customer invoices. I also reconciled monthly Amex bank statements and audited fixed assets and non-recurring inventory while helping the Marketing department with budget allocation and technical writing. I interned for Telamon Corporation in the Summer of 2018 where I applied my bookkeeping and accounting skills, setting up amortization schedules and preparing leases for upcoming audits to comply with the new FASB 2019 standard. I interned for Randall Transportation Group LLC the Summer of 2017 where I initiated target marketing campaigns by data-mining new and existing customer information. I categorized customers by demographic, age group (via date of birth), and historical purchases of services or rentals. The CEO, Mr. Charles Randall, approved the project proposal and it was implemented for 2017's 3rd & 4th quarter sales. I also collected data for sales projection and strategized market orientation to improve overall customer relationship. At the Vietnamese Embassy in Tehran, Iran, I also interned in the commercial office as an administrative assistant. I practiced budgeting, market research, and communication. I also monitored the administrative budget as well as inventory, and ensured positive cash flow, all of which I reported to the Economic Ambassador. For those seeking investment opportunities, I researched promising industries in Vietnam through our database. Translating trade documents between Vietnamese and English familiarized me with financial concepts. I also interned for Bridgewater College's Office of Sustainability, brainstorming new proposals while also reporting the effectiveness of on-campus recycling and plastic reduction initiatives to the school's Board of Trustees. I believe these skills will contribute to the efficiency and objectives of the business. My education is also relevant.

I have a working understanding of business and economics that gives me both the language and concepts to operate in accounting, finance and marketing. I completed my core accounting courses and have completed my business and economics majors. I look forward to putting this education to use in your office; I have become familiar with office work through prior experience.

In my spare time I volunteered at homeless shelters, food banks, and hunger programs where I facilitated the distribution of donations and personally tended to the needs of those who are eligible to receive aid. It taught me about the importance of diligence, clarity, and patience in working with people of different backgrounds. It was a joy to be around the positive energy, and I believe that I will carry this passion into my work at your office.

I would love the opportunity to be a part of the [employer] family. I believe that I have the education as well as the software proficiency, administrative, and finance skills to be of use. I am excited to grow in my abilities and have a positive role in the firm and the clientele that it serves. Thank you for your time and consideration.

Sincerely,



Hiep N. Nguyen