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 Email: nguyen….@gmail.com

10th December 2021

**Human Resource Department**

… trading company

Dong Anh, Hanoi  
 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 … 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 Thi Huong