The CV and application letter of Cui Mengmeng’s group

CV

**PERSONAL INFORMATION**

Name: Cui Mengmeng

Date of birth:17.06.97

Address : 87 Taiyuan Road , Riverside City , China

**EDUCATION AND QUALIFICTION**

Middle school: The Second High School attached to Beijing Normal University 2012—

**EXPERIENCE**

Volunteer work –1 year

Foreign language club member

OTHER SKILLS AND ACHIEVEMENTS

Can speak and write in both English and Japanese

Several articles have been published on magazines

An active member in school English corner

**INTERESTS**

Reading , writing novels, drawing and cooking

**Application letter**

Dear Mr Jiang**,**

I am writing to apply for a position at Student Post, I saw the advertisement yesterday. I’m interested in working as the editor of language section. I enclose a copy of my CV.

I’m 16 years old now and I find myself interested in language learning. So I’d like to work in language section and I also hope that I could have an opportunity to help other students who have difficulties in language learning and let them know the beauty of different languages eventually.

I am a hard working person and I have passion and determination in doing things that I really like . I’m active in many school events so that I have made a lot of friends through them. Quite a lot of them share the same interest with me and maybe they will be really helpful.

I think I am the right person for this job. Because of my experience in language learning, I can select the most useful articles for our readers. And with my writing skills, I can make our section more attractive and interesting. I’m also good at designing advertisements to make others pay attention to our work.

I’m looking forward to hear from you.

Yours sincerely,

Cui Mengmeng