June 20th ,2016

Mr.Joseph Alter

Audit Manager

4400 University Dr, Fairfax, VA 22030

To Whom It May Concern,

My name is Shangjiao Sun. I was really glad to hear that The Office of Communications and Marketing, University Information is searching for an Event Information Assistant. I am a Graphic Design graduate student and currently on my second semester of Art and Visual school. I believe that I have the necessary credentials for the job. I would like to talk about my interest.

When I first heard about working with University Information as George Mason University updates its current room reservation system, I knew that this would be a suitable job that I would like to work for. Updating the reservation system on gmu.edu. and make good use of reservation system for events is the interesting part for me. Because Event Planning and Exhibition designing are always my major areas of interest and I would like to learn and get more experience on every details while I am doing this job. Using 25Live online scheduling system and event design skills to help The Office of Communications and Marketing to organize all events in a very efficient way is directly related with what I be able to contribute to.

I have a background in Mason International last semester. As one of the team member, I planed the event called I café twice in SUB 1. This experience has taught me a lot about how events target a diverse audience, how to attract students, alumni, staff’s evolvements and details with organizing an event, managing work relationships, and soft skills that can complement my full abilities.

Thank you in advance for your time reading this. I will stay available for further information regarding my qualifications in hopes that there may be an opportunity to join your firm soon. I look forward to hearing from you. Thank you for your consideration.

Sincerely,

Shangjiao Sun

(703) 678-5217
sshangji@masonlive.gmu.edu