

June Kim

(123) 456-7890 / Junekim@gmail.com

Date

Name of the hiring manager

Address

Dear hiring manager,

My name is June Kim and I am writing this cover letter to express my interest in applying for the fashion stylist job within Alex Star Management LLC in Los Angeles, CA. I am certain that my qualifications make me an ideal candidate for the role and I also believe that it would be an exceptional opportunity for me to grow both professionally and as a person.

To briefly introduce myself, I am a creative and passionate individual possessing excellent communication skills and the crucial ability to function well both independently and in fast paced team environments. Having worked as a fashion stylist intern, I am familiar with the roles and responsibilities. However, I especially excel at working with celebrities and public figures and helping them to pick suitable clothing and accessories. On top of that, I am experienced in participating in completing monthly fashion editorials, and developing and maintain strategic relationships with designers and business partners. Throughout the years, I have demonstrated numerous times that I am reliable person with the ability to work under pressure.

Additionally, I am a holder of a bachelor's degree in Fashion Business management from the fashion institute of Technology where I was among the top 5% of students with the best results. Finally, I am a native English speaker with proficiency in Korean and basic knowledge of Chinese. I would welcome the opportunity to schedule an interview and hope to hear from you soon.

Sincerely,

June Kim



NAME

address ▪

Email: aaaaa@gmail.com Mobile: +82. 010.000.0000

Education:

NNN University 08/10 – 05/14 Steinhardt School of Culture, Education, and Human Development, Class of 2014 New York, NY Bachelor of Arts in Media, Culture, and Communication, Minor in Child and Adolescent Mental Health Studies Cumulative GPA: 3.23 /4.0, Major GPA: 3.55/4.0

NNN University Shanghai 08/12 – 12/12 Study Abroad Program Shanghai, China

Y University 07/11 – 08/11 Summer School Program Seoul, Korea

Relevant Coursework:

Kids in Media Culture ▪ East Asian Media and Popular Culture ▪ History of Media and Communication ▪ Television: History/Form ▪ Interpersonal Communication ▪ Media and Music ▪ Advertising and Marketing ▪ When Nightmare is Real: Trauma in Child and Adolescents ▪ Skepticism and Proof: Research Methods in Children's Mental Health Studies ▪ Child and Adolescent Psychopathology ▪ Global Media Seminar: China

Professional Experience:

AAA Company 07/14 – 12/14 *Internship* New York, NY • Analyzed company data and conducted research for potential business material
• Formulated marketing strategy based on statistical information and trend outlook of the business area • Participated in collecting and writing actual reports for global B

BBB Company 06/13 – 07/13 *Internship* New York, NY • Observed global trends in children's musicals to incorporate creative concepts and themes for upcoming productions
• Contributed on consolidating framework for the founding of the first children's theater in Korea through research and analysis of international examples
• Translated necessary English and Korean texts and scripts to help facilitate departmental communication between playwright, composer and CEO

CCC Company 06/12 – 07/12 *Internship* Los Angeles, CA • Collected global reference sources for upcoming projects, presenting weekly reports of international advertising trends • Assisted the creative director and team by writing advertisement and S's long-term project's copies • Contributed to create print, radio and television advertisements by mediating photo-shoots and voice recording sessions for the S television and radio advertisements

BB Academy 06/10 – 08/10 *Teacher-Assistant (TA)* Seoul, Korea • Conducted, supervised, and graded daily vocabulary quizzes and mock exams
• Assisted elementary, middle and high school students with assignments

Leadership Experience:

NNN Activity 01/12 – 05/14 *Executive Board* New York, NY • Organized monthly and annual events to encourage active communication between Korean international students studying at NNN University

- Designed formal events to support Korean international students' academic and professional careers, including 'Alumni Mingle' or 'Career Week' with guest speakers from leading companies
- Planned and executed cultural events to share and spread Korean tradition; paintings holding Korean calligraphy were drawn and collected by Korean students and were given out for free in celebration of the Korean Alphabet *Hangeul* Day

Skills & Interests:

- **Languages:** Fluent in Korean and English, proficient with Chinese (TOEIC: 990/ OPIc: AL)
- **Skills:** Highly skilled in Microsoft Office (PowerPoint, Word, Excel)
- **Interests:** Children's media ▪ Fashion ▪ Food Blogging ▪ Baking ▪ Yoga