Yuko Hirai

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Human Resource

Dear Human Resources,

Hello, I am Yuko Hirai. I am interested in a book editor in your publishing company. I edited other students essays in the class in the university. Therefore, I have knowledge of editing a little and I have the skill of writing. I was a hard worker in my part-time job, so I can work hard in your company. I am excited about the possibility of working in your company. Thank you for giving me such the opportunity.

I worked as a laundry shop staff in the laundry shop for three years. I tried to work on my tasks quickly as possible with responsibility. I managed customers’ clothes and separated them by type of clothes. I also learned the name of the kinds of clothes. I was excited to know new things because I have curious about various things.

I have the knowledge about other countries cultures, so I can engage with foreign books by using the knowledges. I learned some other cultures such as China, India, the United States, and Canada in the university. Also, I won the second prize in the book review competition by writing the book review. Therefore, I can create an attractive presentation of books, which are before publishing, to publish them by using my writing skills and my computer skills.

I appreciate to give the opportunity; I am looking forward to meeting you. I am a person who knows editing and some countries' cultures, and has writing skills. Therefore, I am a good fit to work for your company as a book editor. If you have any questions, please contact me at 250-574-1495 or [hiraiy22@mytru.ca](mailto:hiraiy22@mytru.ca). Thank you for your time and consideration.

Sincerely,

Yuko Hirai