

Cover Letter

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Language Proficiency

Korean	Native
English	Fluent
Chinese	Fluent
Japanese	Fair

Dear Hiring Manager,

I am Chang Wook, a native South Korean. I am turning 30 on 4 Feb. I graduated from Kookmin University in Seoul with a Bachelor's, majoring in English and Chinese.

In my past vocation at Hwaseong Urban Corporation, a public company that falls under the umbrella of the public transportation sector in Seoul, I worked mainly in the Human Resource team. Some of my key responsibilities included, but not limited to:

- Handling the calculation of allowances for over 200 employees (bus drivers) based on their key performance indicators.
- Onboarding and supervising new employees on company policies and work schedules.
- Conducting various B2B procurement contracts among the government, law firms, manufacturing vendors, etc.
- Responding to inquiries or complaints from citizens.
- Conducting paper work in various situations, including accounting, work reviews, setting department goals & reviewing achievements.

Although Korean is my native language, I am equally fluent in English and Chinese. I am also currently learning Japanese.

I last visited Singapore when I was 10 years old, a lot has changed for since then. Although I am fluent in three languages at the moment, I do look forward to one day being able to know when to use, "Can lah, can leh, can hor, and can meh" appropriately and order my "kopi siew dai" for meals.

I hope to hear from you favourably.

Yours faithfully,

Ha Chang Wook
하창욱