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Keying Wen  
4420 North Varsity Ave.  
San Bernardino, CA 92407

May 14, 2016

Steve Keaveney  
Arnall Golden Gregory LLP  
171 West St.  
San Gabriel, CA 91775

Dear Mr. Keaveney,

I was excited to hear about your open position for an Accountant that is advertised on accountantsone.com. I know that Arnall Golden Gregory has a prestigious and efficient Accounting department, and I believe that my education, skill-set, and professional experience make me a suitable candidate for this vacancy.

As is indicated in my attached resume, I am currently a full-time student in California State University, San Bernardino, who is pursuing a bachelor's degree in business administration concentrating in accounting. I had two-year professional accounting working experience in an international securities company in China, and I was promoted once due to my highly devoted performance. I am specialized in Accounting Information System, cost accounting, as well as tax accounting. As a multilingual speaker, I am able to speak fluent Cantonese, Mandarin, English, and Korean.

I understand that there will be many applicants for this prominent position, and I would appreciate the opportunity to discuss how I can make a significant contribution to your company further. You can reach me anytime at (909)-653-7658 or wenk@coyote.csusb.edu. Thanks for your time and consideration.

With much appreciation,

Keying Wen

# Keying Wen

4420 North Varsity Ave.  
San Bernardino, CA 92407

Cell: (909)-653-7658★Email: wenk@coyote.csusb.edu

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## Qualifications

- Current pursuit of bachelor's degree in business administration and accounting
- Over 85% of business courses completed
- One promotion during two-year professional accounting work experience
- Advanced computer knowledge of Accounting Information System
- Multilingual speaker in Cantonese, Mandarin, English, and Korean

## Education

California State University, San Bernardino

**Bachelors of Arts Degree: Accounting Concentration**

**San Bernardino, CA  
September 2014-Present**

- I have currently earned a cumulative GPA of 3.96.
- I was awarded "AFFSA Scholarship" in April 2016.
- I have been Dean's List recipient for 5 quarters.
- I received Presidential Letter twice in academic year 2014 and 2015.
- I am a member of Beta Gamma Sigma, which is considered "best in business".

Guangdong University of Finance & Economic

**Bachelors of Arts Degree: Taxation**

**Guangzhou, China  
September 2013-July 2014**

- I earned a cumulative GPA of 3.50.
- I was the director of Student Association, and was awarded "best leader of the year" in 2014.

## Employment History

Great Wall Securities Co., LTD.

**Assistant Accountant**

**Guangzhou, China  
June 2012-August 2014**

I was hired as Junior Accountant in the first year, in charge of collecting invoices and preparing journal entries. My high work efficiency, preciseness, and good communication skill were soon highly appreciated by my department manager, as I could finish a general ledger with zero error when others were still working on the invoices. One year later, because of my extraordinary work performance, I was promoted as Assistant Accountant to work on AIS, income statements, balance sheets, as well as new-employer trainings in accounting department.

## Volunteer Experience

- The China Export Commodities Fair ★Voluntary translator★ China ★August 2014
- AIIESEC Global Community Development Program ★Volunteer★ Indonesia ★April 2013
- AIIESEC Global Community Development Program ★Volunteer★ Thailand ★January 2012



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