

Meng Na



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*Date of Birth (MM/DD/YY):*07/12/1994
Place of Birth: Zhengzhou city, China
Gender: Female
Country of Citizenship: Chinese *Country of Residence:* Chain
*Date available to start training:*6/15/2016
Video Resume: (add link to video resume here)

EDUCATION

Institution Name: Xi'An Eurasia University
Location: Shan Xi, China *Institution start date:* 09/2014
Graduation/Expected graduation date: 06/2017
Field of Study: English

Classes Taken at School/University Relevant to Desired Training:

Listening class, Writing class, Oral English, English intensive reading,British and Amerian literature reading,PE.

EXPERIENCE

Company Name: New Oriental
Position: Internship *Location:* Xi'An, China
*Duration:*From 07/2015 to 09/2015 *Total Number of Months:* 2
Tasks/Responsibilities:
Help children doing homework.

SKILLS/QUALIFICATIONS

*Languages & Level:*English, fluent
Computer Skills: I have passed the National computer second-level exam, including Microsoft Office, etc.

ACTIVITIES & INTERESTS

My indoors interests and activities include:

- Drawing pictures
- Listening to pop or romantic music
- Watching TV shows and movies
- Enjoying beautiful pictures

And outdoors I prefer to do as follows:

- Shopping with friends
- Communicating with good friends
- Traveling and taking photos
- Taking part in some club activities like student union etc.

CHARACTERISTICS

Friendly,kind,patience,etc

WHY DO YOU DECIDE TO JOIN SWT PROGRAM?

- Better improve my oral English
- Make more International friends
- Visit American Universities and better prepare for my future study in America
- Learning USA Computer Culture
- Broaden my horizon

WHY DO YOU THINK THE EMPLOYER WILL AGREE TO HIRE YOU?

- I have good communication skills, patience, I can bear hardships.
- I have strong self-learning ability.
- I am very motivated.

Self-recommendation Letter

Dear Sir or Madam,

I am writing this letter with full hope of being a fellow of SWT project. My name is Meng Na. My English name is Claire. I am a 21 years old girl. I was born in Zheng Zhou city, He Nan Province. Now, I'm major in English in Xi An Eurasia University.

First of all, I'm very glad and grateful that I have been given this golden opportunity to take part in this SWT project to be an internship with salary in America. Second, different countries have different cultures. I want to live in a speaking English environment in order to improve my oral English and experience the American culture. I think it must be a good chance to enjoy a different life that I never have. In addition, the work that I do can improve my ability to do some things. Except that, I would like to get along well with others and make some friends who come from other countries. As a Chinese student, on the one hand, I need to improve my basic skill to work and to develop my oral English. What' more, I hope I can have a unique experience in my life. On the other hand, I can earn some money to support my daily expenses and travel to some place, which is my dream.

In brief, taking part in the SWT project must be a great and memorable experience in my life and I will spare no effort to do much as I can do. I'd appreciate it if I successfully get access to America as a Chinese for this program.

Finally, thanks for your reading!

Yours sincerely

Meng Na.