



Nguyen Chau Tat Phuong
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To: Recruiting department.

Dear Mr/Ms from the recruiting department:

As the reference to your demand for the position, I decided to write this letter to show my strong interest in this job.

Through my experience, I understand this job which requires creativity, soft skills, patience and an inquiring mind. So I believe I have what it takes to be suitable for this position.

Currently, I am graduate from RMIT University, looking for my future career. I got some job experience through the internship at Luxperia Collective, a travel company as a Marketing intern. I also have trained through my courses at university and including volunteering: Copywriting course and Making Media course are one of the course that I learned. I'm able to write content for social media and magazines. I'm also trained to create the script for the media in the Professional Writing course and Vietnamese course, so I can do it in both languages. In #LINHOPE - Let the mission live on, I volunteer as a logistics and check-in conducting position, so I have full knowledge of how to run an event. Hence, in addition to my experience and varied skills, I am confident with my interpersonal and communication skills, collaborative working, under-pressure working, detail-oriented, and basic editing skills.

Additionally, I am also aware of the importance of self-improvement as a key to achieving success. I am proud of my English and teamwork skills as they are getting much better over time. These skills can be good support for this position in work.

I see your company as being progressive, and I look forward to the opportunity of being able to contribute to its continual success. I would enjoy having the opportunity to discuss my application with you and how I could use my skills to benefit the company.

Thank you so much for your time and attention.

Yours sincerely

Nguyen Chau Tat Phuong



NGUYEN CHAU TAT PHUONG



PROFESSIONAL SUMMARY

A ☒freshman student majoring in Professional Communications with enthusiasm and desire to apply my creativity and tertiary knowledge to work. Possesses comprehensive skills in both advertising and public relations (PR). In addition, the number of campaigns I worked on while at university equipped me with many skills in content creation, creating concepts, and visualization.

[LinkedIn](#) [Portfolio](#) nctphuong0501@gmail.com

EDUCATION

Bachelor of Professional
Communications 2025

☒RMIT University
(2020-2025)

EXTRA-CURRICULAR ACTIVITIES

#LINHOPE - LET THE MISSION
LIVE ON

2023

Volunteer staff, as in the logistics
and check-in conducting position

OBJECTIVE

Learning new skills and how to work with
new colleagues. The working environment
is clean and friendly colleagues and
superiors provide dedicated support and
guidance while working.

TECH SKILL



WORK EXPERIENCES

☒Luxperia Collective Marketing Intern — Mar-May 2024

- ☒Content Creator: Assist in creating engaging content for various platforms, such as social media, blogs, and emails. This could include writing, designing, or curating content
- Graphic Design:** Basic graphic design skills to create visuals for social media posts, presentations, and other marketing materials.

✓ **Achievement:** The engagement of company's social media increase to 85,3%. Have skills in writing blogs and creating websites.

SCHOOL PROJECTS

Making Media — 6.2020 - 9.2020

Responsibilities:

- Magazine content writer
- Website designer, magazine designer
- Recording podcast

Achievement:

- Create media individually and collaboratively.
- Have Studio-base learning mode

Art Direction — 11.2022 - 1.2023

Responsibilities:

- Concept Creator/Art Director
- Construction Coordinator

Achievement:

- Understood art direction as a practice and craft, the issues that surround the practice and currency of art direction in contemporary global advertising.

SOFT SKILLS

Under-pressure working

8/10

Writing and research

8/10

Presentation

9/10

Digital visualization

9/10

Time management

9/10

Networking

8/10

Teamwork

10/10

Progressive, willing to
learn, adaptable

9/10