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To whom it may concern at the FAO of UN:

 My name is Joanna Wenjie Zhang, a global citizen. I am applying to be your school garden volunteer in Beijing. As a Chinese citizen born and raised in Tianjin City, I have witnessed the change and growth of our food system in China with my own eyes during the past two decades. Not only that, I had experienced these changes of our food system and food industry first hand. No one would care about food and agriculture more than me and to bring good impacts to the people around me. However, being an international student in both Singapore and the United States has opened up new perspectives for me. My international background will bring new ideas to the organization. As an international affairs major with a concentration in Global Public Health, the UN related works and especially the FAO are where my passion lies. I am expecting to further my research and studies in the near future. Since studying abroad since I was twelve, I have also developed an accepting attitude of cultural diversity and collaboration to work in teams. I am native in Mandarin Chinese and English, intermediate with Spanish and Cantonese. I believe my language skills would add interesting dynamic to the organization and I am looking forward to improving them.

 As a college student, I am very active on campus with school work, student organizations as well as internship positions. I had taken internships in both China and the United States, and I have also been recently accepted to internship positions in Madrid, Spain. My diverse internship experiences from international business to think tank and law firm have taught me many lessons and skills but most importantly to do good and have a good heart. As the Philanthropy Chair of my sorority, I organized and planned a charity banquet for our national philanthropy which is “to combat domestic violence”, and raised over three hundred US dollars. All of the proceeds were donated to a local domestic violence victims shelter. As the external relations chair of the Chinese American Students Association (CASA), I designed posters, Facebook events and managed Instagram account to broadcast our events and culture. My favorite memory is still when I volunteered to teach at an Orphanage in the Buddhist College in Si Chuan Province. I had never ever felt more overwhelmed with guilt of my “privileges” yet determined with the purpose of my studies of international affairs.

 In Spring 2016, I will be studying abroad in Switzerland to learn more about international policies with emphasis on the United Nations. I appreciate your time for reading this letter and I sincerely hope that you would consider me as your candidate for the school garden volunteer. Have a lovely day ahead.