

ZeroAlpha

Zero Alpha Company Limited

1/10/32 Tran Binh Trong Street, Ward 5, Binh Thanh District, HCMC, Vietnam

27 April 2014

To whom it may concern,

Zero Alpha is pleased to extend an offer to you for the position of IT Technical Support. We believe you will be an excellent addition to our team and are very much looking forward to having you on board.

- Support clients to address and resolve issues related to technical matters and equipment
- Receive requests from clients and arrange to distribute tasks within the team
- Responsive in replying clients via email, phone and IM
- Meeting, discuss and trade knowledge in technical and other fields to improve the team skills and company services
- Report all tasks by weekly, monthly and yearly
- Other things will be discussed in the interview

Please prepare necessary documents of job applying and send to our office and we will contact you back shortly.

We look forward to welcoming you to our team!

Sincerely,

Khoa Le

Director