

公司名称

COMPANY NAME

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DD/MM/YY

## STATEMENT OF SERVICE

This is to certify that **XXX** has been employed full-time (40 hour per week) as a General Manager Assistant since DD/MM/YY to DD/MM/YY.

His/her duties included:

- Daily executive office duties
- Support the Government Relations Manager's work for application of government award
- Follow up on projects with VIP clients such as GE, Siemens, Schneider, etc.
- In charge of the exhibition application, work with the AD agency for the booth design and set-up, organize sample display
- In charge of the propaganda of the company, including product catalogue, brochure, website, media advertisement, etc.
- Coordinate and arrange internal meeting and training for the company

Yours Faithfully

Deputy General Manager

Company Name

公司地址

Company Address

电话(TEL): (86 574) 88XXXXXX

传真(FAX): (86 574) 88XXXXXX