

**TSOI Paak Hang 3C (23)**

**Ranking: 1<sup>st</sup>**

Flat C, 9/F Sunny House  
Jordan  
Kowloon

18<sup>th</sup> June, 201\_

Manager  
Tuen Mun Youth Centre  
G/F, 32 Tin King Road  
Tuen Mun  
New Territories

Dear sir / madam,

Re: Application for library assistant

I am writing to apply for the position of library assistant as advertised in the Hong Kong Daily News on 1<sup>st</sup> November 201\_.

I am a Secondary 4 student at Jockey Club Government Secondary School. As a prefect, one of my main responsibilities is to help teachers to uphold the discipline in the school. Also, I am the library assistant in school.

I think I am the ideal candidate for this position because I am good at communicating with people. Last summer, I joined an Oral and Interview Skills Training Course. I got an excellent result in this course. Also I love reading so much. I think I can get a lot of extra knowledge besides reading textbooks. I can speak Cantonese, English and Putonghua well. I can communicate with people from different countries. I am extremely active. I enjoy camping and playing team sports.

I hope you will consider my application. I would be happy to attend an interview at any time that is convenient for you.

Yours faithfully,  
Alex Tsoi