

LI Hiu Yan 3C (20)

Ranking: 2nd

Flat A, 17/F Yao Lai Estate
Yao Tang
Kowloon

15th November, 201_

Manager
Animal Care
33 Long Ping Road
Yuen Long
New Territories

Dear Sir / Madam,

Re: Application for the position of animal shelter volunteer

I am writing to apply for the position of an Animal Shelter Volunteer as advertised in the Daily Express on 3rd November 2013.

I am a Secondary 3 student at Jockey Club Government Secondary School. I used to have a cat so I can get along well with animals.

I think I am the ideal candidate for this position because I am very good with animals. Last summer, I went to my grandparents' house. There was a cat in my grandparents' house. It took me only about five minutes to get along with her, it was just like we had met before. People say that animals like to play with me because I take good care of them. I also enjoy working outdoors since I can bring the animals outdoors. In addition, I am self-motivated. I can finish my homework independently.

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,
Minnie Li