

CHEN Wing Yu 3D (20)

Ranking: 3rd

Flat B, 7/F,
Happy Building,
Mong Kok,
Kowloon.

18th November, 2013

Director
Hope for Children,
142 Nathan Road,
Tsim Sha Tsui,
Kowloon.

Dear Sir / Madam,

Re: Application for the position of Fun Day Helpers

I am writing to apply for the position of a Fun Day Helper as advertised in Hong Kong Times on 2nd November 2013.

I am a Secondary 3 student at Jockey Club Government Secondary School. As a class monitress, prefect and library assistant of my school, my main responsibilities are to help people patiently. In addition, I am a member of Putonghua Club, so I can speak Putonghua well.

I think I am the ideal candidate for this position because I am patient and have strong communication skills. In addition, I can speak Putonghua, Cantonese and English fluently. Also, I play outdoor activities and listen to music during the holidays.

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,
Kelly Chen