

Room1026
60 Chai Wan Road
Hong Kong

3rd July 2004

Personnel Manager
ABC Company
1 Prince Edward Road
Kowloon

Dear Manager

Application for the Post of Assistant Accountant

With reference to your advertisement on JUMP dated 03/07/2004, I am writing to apply for the post of assistant accountant.

I am a fresh graduate in the University of Hong Kong majoring in the Bachelor of Accountancy (1st Hons). Last summer, I have interned in AAA company, one of the Big Six firms in the public accounting field. There I gained fundamental knowledge of corporate accounting and I was grateful enough to have my senior, Mr Chan Ming Ming, as my referee. Details please see the enclosed resume.

I am confident that my practical work experience and my solid educational background have well prepared me for making an immediate contribution to your company. I hope all these make me match your criteria.

I look forward to your response. Thank you.

Yours faithfully,

Chan Siu-ming