

Room1026
60 Chai Wan Road
Hong Kong

3rd July 2004

Mr. M J Wong
Human Resources Dept
ABC Company
1 Prince Edward Road
Kowloon

Dear Mr. Wong

Application for the Post of Customer Service Supervisor

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

As a senior customer service officer, I assisted and coordinated with my supervisor in training and supervising 30 customer service staffs at Number One Co. Ltd. I acquired the skills of sharing my past work experience in customer service with my subordinates. I am now seeking to better utilize my talents in a challenging environment offering professional growth and stability.

I would be grateful if I could be granted the chance to have an interview so that I can explain my qualifications more fully.

Thank you for your considerations.

Yours sincerely,

Chan Siu-ming