

Room1026
60 Chai Wan Road
Hong Kong

3rd July 2004

Personnel Manager
ABC Company
1 Prince Edward Road
Kowloon

Dear Mr. Wong

Application for the Post of Administrative Assistant

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

I am familiar with different computer software such as MS Word 2000 and MS Excel 2000. I can compose a variety of office documents, including sales letters, replies to complaint letters and financial reports.

As for my academic qualifications, I scored B in English and Chinese in the HKAL Examination, I was also awarded a Diploma in Secretarial Training by the Business Profession College in 2002.

Being able to work under pressure is one of my characteristics. Always feeling with others pleasant with others and my working environment in another one. I do believe I am competent for the above post and will certainly benefit your company. I enclosed my resume for your review.

I look forward to your favourable reply. Thank you.

Yours sincerely,

Chan Siu-ming