

Task 3. Writing your own letter of application

Job chosen:

<b>No.:</b> 11-16-0040734 CS	<b>Date:</b> 21/09/2016	
<b>Job Title:</b> Customer Services Clerk		
<b>Company/Employer Name:</b> 日昇設計顧問有限公司		
<b>District:</b> Wanchai	<b>Industry:</b> Business Services	
<b>Responsibilities:</b> 負責一般文書處理, 電郵回覆, 接聽電話, 中英文打字, 跟進舊客戶產品保養		
<b>Requirements :</b> Secondary 4; Fluent Cantonese ; Fair Putonghua ; Able to read & write Chinese		
<b>Employment Terms:</b> \$8,200 - \$12,000 per month, with Bank Holiday, Award and On-the-job Training, Mon to Fri: 10:00AM-6:00PM, 5 working days per week		
<b>Application Information:</b> Job seekers may contact MR. LAM of 日昇設計顧問有限公司 at 94358303.		
<b>Remarks:-</b>		

## CURRICULUM VITAE

### Personal details:

Name: LIANG Jiongpei  
Data of Birth: 13/08/1997 Gender: Male  
Contact no: 5622 0243  
Email address: jonesleung813@gmail.com  
Address: Flat 4F,5/F,1 Kim Sin Lane, Cheung Sha Wan ,KLN, HK

### Education and qualifications

- Nam Wah Catholic Secondary School (2011-2017)

### Working experience

- intern of Marco Polo Hotel in summer holiday (2014)

### Skills

1. Typing skill – Eng: 40wpm
2. E-mailing
3. Communication skills: fluent in Cantonese Putonghua and average English
4. Able to read and write Chinese and English
5. Proficient in Microsoft Office(Word, PowerPoint and Excel)

### Interests

1. Surfing the Internet
2. Playing basketball and badminton
3. Reading literary books

23<sup>rd</sup> September,2016

Dear Mr. Lam,

I am writing to apply for the position of Customer Service Clerk, as advertised in the Labour Department Website. I would like to be considered for this position as I believe I am well suited to do it.

As you can see from my curriculum vitae, I had experience of being a Head Perfect and member of academic society in my secondary school. So I have gained problem-solving skills, organization skills and interpersonal skills through organizing some big activities with my teammates. And I clearly know how to communicate with someone who is unknown. I can speak fluent Cantonese, fluent Putonghua and average English. In addition, I had worked in Hong Kong Marco Polo Hotel to be a summer intern in 2014. That department is Sales & Marketing, and my responsibility were typing some documents, tidying the files and so on, so that I had experiences of typing, e-mailing, filing and telephoning. Thus, I am strong in problem-solving skills, typing some English or Chinese documents and e-mailing.

A copy of my curriculum vitae is enclosed with copies of previous testimonials.

I hope to hear from you soon and be given the opportunity to present myself at the interview. You can reach me at 5622 0243 .Thank you for considering me for this position.

Yours sincerely,

Liang Jiong pei