

3301, 33/F  
Un Nga House  
Un Chau Estate  
Cheung Sha Wan

30<sup>th</sup> September 2011

Travel Expert  
48/F Central Building  
Canton Road  
Tsim Sha Tsui  
Kowloon  
Hong Kong

Dear Sir/Madam

Application for the post of Travel Consultant

I am writing to apply for the post of Travel consultant. I saw your advertisement on the Hong Kong Post on 1<sup>st</sup> October 2011. I would like to be considered for this position as I believe I am well suited to it.

From my curriculum vitae which is attached, you will see that I have five passes in the HKDSE examination. Also, I have a diploma in Tourism. In addition, I can speak good English and Mandarin. I have strong communication skills. The most important thing is that I am really interested in travelling.

Enclosed is a copy of my curriculum vitae for your reference.

I hope to hear from you soon and to be given an opportunity to present myself at an interview. I am free for an interview at any time. Thank you for considering me for this position.

Yours faithfully,  
Alice Lau  
Alice Lau