I believe that I am well qualified for your position and would like to have the opportunity to meet with you to explore how I may be of value to your company.

I will be an university graduate in Accountancy at the Hong Kong Polytechnic University.

Good communication skills and interpersonal skills are very important. During this summer, I had my internship at the Bank of China. I worked as a teller in a branch. Every day, I was required to serve different customers with their needs, for example, deposit or withdraw money, report them the exchange rate of a particular currency etc. In the branch, I cooperated well with my colleagues to serve customers with their needs.

Presentation skills are vital to convey information. I am now a part-time tutor in Solution Education. Most of the students are at their primary level. When they have problems on their assignments, I need to explain and present to them. Besides, I have presentations on my academic subjects to deliver my own thought to my classmates and tutors. These experiences further enhance my presentation skills.

During my secondary school time, I was the secretary of Chinese Society. I prepared documents and materials for games. I made notes when a committee meeting was hold and prepared a minute. It further sharpens my summarizing skills. Also, I joined a study tour to Beijing. I cooperated with my classmates to prepare a performance for the show. I learned to be independent through this tour.

From the above, I acquire the ability to work overtime, meet deadlines and work under pressure. These can also be proved by project assignments I have done in university. I need to complete it within the lime given and sometimes may work overnight. Pressure is essential for enhancement. With theses abilities, I am sure your company can be benefit from employing me.

Thank you for reviewing the enclosed résumé. I look forward to a personal interview at your convenience.

I'm writing in response to your advertisement on the website of Hong Kong Professional Teachers' Union inviting applications for English teacher on 30 May.

As far as I'm concerned, a qualified English teacher should meet the following three requisites: a positive teaching philosophy, English proficiency and rich teaching experience, all of which I think can find a good combination on me.

When I'm teaching, I take students not as teaching objective, but as individuals that are in need of both academic knowledge and life wisdom hidden behind the taught knowledge. My notion perfectly matches your mission of providing a positive teaching environment which encourage students to realize their potential and to become motivated, caring individuals.

As for English proficiency, I'm quite confident to say that I'm the right person you are looking for. After four years' study as an English major in Foreign Studies College of Hunan Normal University, I passed the national Test for English Majors Band-8 ( TEM-8) with a good score, which laid a solid foundation for my further language study in Hong Kong Polytechnic University as a master of arts in Translating and Interpreting. With so many years' professional study and practice, my English has been trimmed and refined to the most.

Since I have a strong interest in teaching, and have been determined to be a good teacher, I drew lessons quickly from my previous experience as classroom teacher and tutor, and formed a clear framework of teaching methods to make my lessons lively and enlightened.

All in all. my skillful teaching style, proficient language background, strong ambition and a kind heart to serve others make me the perfect candidate for your position. I would be grateful if you can arrange an interview so that I can explain my qualifications further. My contact number is 1234-5678 and I am available for a personal interview at your convenience. I look forward to discussing with you how I can contribute to your school!

After the PolyU recruitment talk dated 6th April, I asked you about the possibilities on starting my career directly in the Credit Divison. I understand that I do not have suffiecient expenience in this post and right now is a harsh time for banking industry and so I am willing to receive no salary during my probation period.

I am expected to complete my Bachelor of Business Administration major in Financial Services in June 2009 from the Hong Kong Polytechnic University, with a minor in Commercial Law. In the curriculum, I have taken various electives on Banking Practices such as International Trade and Finance, Bank Credit Management and the Law and Practice of Banking , from which I acquired knowledge in the Banking Ordinance, Basel II and different types of trade and loan facilities. Particularly in Bank Credit Management, l have leant the lending principles, how to analyse the a firm in terms of accounting ratios and make decisions on whether to lend or not to lend. Many cases are being analysed and I enojoyed them very much.

In the course Business Valuation, I have learned how to apply the strategic, accounting, cash flow and prospective analysises on evaluating the prospects of a firm. One of the selected projects is the business valuation of Giordano (see the attachment). Besides, in another course that studied in my Year 2, Financial System in China, I did a project on the Bank of Communications and did some research on this China’s first stated-owned shareholding bank. For these relevant subjects above, I have achieved satisfactory grades.

During my study, I had joined the Student Exchange, Beijing Olympics Hospitality and Bubby Programmes that had given me opportunity to understand cultural diversity as well as render warm welcomes and services to my friends and clients from different nationalities, in Mandarin or English. I believe this experience can do some help in international lending. Besides, being a Student Environmental Protection Ambassador in my secondary school period cultivated my initiative, reliability and responsibility.

I am a conscientious person that likes to find new and workable ways of doing things; that is open to different cultures and attitudes; that is adoptable to changing situations; that believes in continuous improvement of myself, and that likes striving forwards challenging goals in an ethical way. I feel that with my personality ,education background and overseas exposure is well-suit to the credit department and contribute to the success of the Bank of Communciations.

Bank of Communications is one of most promising banks in Asia and that’s why I am so eager to have a sincere attempt as a credit officer because this is a rewarding job position in my favourite bank. I believe that the starting my career in the Credit Department in Bank of Communications can develop me as a professional Credit Analyst. I would very much welcome the opportunity to discuss my CV together with you and look forward to attending an interview at your convenience.

Thank you for your kind consideration.

I am applying for the audit associate that was introduced by the Deloitte China recruitment talk this month. The introduction given by Mr. Victor Ng, the Southern China's head of audit, concerning the main clients, buddy system and career point of Deloitte China, has motivated me to apply for the post in Deloitte China as my first choice among all auditing firms.

I will graduate with a bachelor degree in accountancy from The Hong Kong Polytechnic University next June.

During the university life, I coordinated with other students to perform voluntary work in Zhaoqing to help children in need and joined the Mentorship Programme to counsel junior students, helped them adapt university life. In addition, I worked as an audit intern in a local auditing firm through the summer internship. All these have enhanced understanding of what it takes to work in a CPA firm. I hope to contribute my knowledge and enthusiasm to the audit department, thereby bringing value to your company.

I understand how busy you must be during this time of year, but I would appreciate a few minutes of your time. It would be my pleasure to offer you additional details regarding my qualifications during an interview. I look forward to hearing from you at your earliest convenience.

I am very interested in the captioned post, in which I acquired the details from JIJIS on 20 April, 2010. My interpersonal skills and my dedication to both extra-curricular activities and academic learning place me in a qualified position to make a valuable contribution to your company.

I am currently a final year Tourism Management student of the Hong Kong Polytechnic University. My academic result of 3.7 GPA reflects my effort in the academic field and my commitment to excellence. To strike a balance between my social life and rigorous education, I participate in a range of extra-curricular activities ranging from departmental activities to volunteer programs outside school. Good communication and interpersonal skills have been enhanced through my active participation in those activities.

With my rich experience in my internships, I have been trained to be a qualified candidate to enter the competitive business environment. I demonstrated my communication skills and language proficiency in English and Putonghua in handling customers when I was a summer trainee in a hotel in China. Team work is another valuable quality that I have acquired through my work experience in a travel agency and an exhibition company.

I am eager to contribute my skills and experience to your firm because of your company’s reputation for quality and ambition to be a world-class food and beverage service provider.

Thank you for taking time to read my cover letter and resume. I look forward to having an interview for the Management Trainee position. Please feel free to contact me at 1234-5678 if you have any questions about me.

I am writing to apply for the post of Liberal Studies Teacher, which was advertised in Ming Pao on 18 January 2011.

Currently I am studying a Double Degree programme in Bachelor of Business Administration in Management and Bachelor of Electronic and Information Engineering at the Hong Kong Polytechnic University, graduating in 2011. Throughout these few years, I have learned to become a strong critical thinking and knowledgeable in both business and science area. In 2009, I was an exchange student to Germany for one semester and I gained a lot experiences throughout that period. I have fluent spoken and written English. Subjects which I am studying that are relevant to the post of Liberal Studies Teacher include multi-directional thinking, wide range of knowledge and good interpersonal skills.

During my studies I have actively joined university and society activities, such as sports team, music society and drama club. Meanwhile I held the posts of youth unit trainer in the Hong Kong Red Cross, sub-committee in the Hong Kong Outstanding Youth Volunteers Association and active member in the Aiesec and YMCA etc. While leading and organising these activities I have improved my ability to work independently, ability to work overtime and maturity. I was one of the youth ambassadors representing Hong Kong (Social Welfare Department) to visit Korea and South China in 2006 and 2007 respectively for volunteering experience and culture exchange. In 2009, 1 visited Sichuan for providing volunteering teaching and social service. Those experience sharped me to be a wide horizon and skillful person.

I have been teaching in different schools and organizations since 2004 as a part-time tutor in teaching Economics, Mathematics and Science subjects. From these 7-year teaching experience, I have been trained to be an experienced and effective teacher. I am planning to study part-time courses to enhance my teaching skills. I have dedicated my career to giving students the opportunity for the best learning through interactive teaching, experienced learning, model business events and extra-curricular activities.

Working for Lam Tai Fai College appeals to me because it has a good reputation and it provides good teaching environment. At the same time, your school also provides good learning opportunities for students other than classroom learning.

I am available for interview at any time. I can be contacted most easily on the mobile phone number given above. I look forward to meeting you.

I am writing this application letter in response to your advertisement in the PolyU CareerNet for a position as the Software Engineer/Web Developer (M031-2010-02) in the Ribose Inc.

According to the requirements listed, I believe I could be a competitive candidate for this position, not only because my one-year placement internship experience provided me advanced skills for application development and effective skills for communication but also because I always use out-of-box thinking method to analysis and solve problems

I am very interested in the future of the web applications and how internet can lead people into a new style of life with the development of the E-commerce. At the same time, as a developer, I had experience at the Ruby on Rails and I am currently implementing my final year project by using the Ruby on Rails. You could find the details about my technical experience in the enclosed resume.

From another point of view, I believe a startup company would prefer the employee who has similar value philosophy as the company and I would appreciate you if we could have further contact and discussion to get familiar with each other.

I am currently a full-time bachelor student of The Hong Kong Polytechnic University and study the programme of The Internet and Multimedia Technologies. As I will be graduated in next year, I will be available as early as 16th August, 2010 and if you have any questions or would like to schedule an interview, please feel free to contact me by 12345678.

I’d like to apply for the above-captioned position of Graduate Trainee in The Dairy Farm Company Limited, one of the most famous retailers in the world.

I am the under-graduate student from the Industrial System Engineering (ISE) Dept of HKPU with a Logistics Engineering and Management (LEM) degree. I am a full-time year 3 student of ISE and the excellent knowledge I got from my Supply Chain Management, Inventory and Warehousing Management and Procurement courses is surely a must for being a trainee. As stated in my resume, I was joined as a member of Lunar New Years Fair in my secondary school, where I have gained excellent communication skills with my team members, and I have tried to procure for the products and set the price for different items. That is an unforgettable experience as the real situation in the Lunar New Years is uncontrollable, we need to face challenge such as changing the price at the end of the Lunar New Years. I believe that I have gained the technical skill and personal skill in this experience and I hope it is good for your company.

I am writing to apply for student placement at Marriott Hotel in July December 2010.

My working experience as a term executive assistant of Hong Kong Institute of Vocational Education, where I worked in the reception counter and communicated with guests face-to-face and by phone, has improved my interpersonal skills, communication skill and ability to deal with customers in a polite and friend way. In the 2008, I worked as a temporary clerk in Immigration Department. I handled domestic helpers’ and their employers’ enquiries and complaints and carried out some data entry work arid clerical duties. The experience I gained from this work would enable me serve the foreigners arid meet their needs. With my background and experience in customer service, I am confident that I can perform the job effectively.

While studying for Higher Diploma in Hotel Management from The Hong Kong Polytechnic University, I have received training on front office operation and food service operation which are relevant to the placement.

During my studies, I’ve take place in HKPUSU Rotary Club. While doing some voluntary work I have improved my interpersonal skill and responsibility. I also speak fluent Cantonese and good Putonghua, and can write well in Chinese.

Marriott Hotel produces high-quality service, and seems to fit very well my education, experience and career interests. I have confidence that I will work well in the placement that demand good handling of complex situations.

I hope the experience and education described in my resume are of interest to you, and I would appreciate it if you would consider me. Please contact me at the above address or by phone at 1234-5678. I look forward to having an opportunity for an interview in which I can further present my suitability for this position.

Thank you for your time and consideration.

I am writing to apply for the post of Associate - Financial Advisory (HK), which was introduced in the recruitment talks held by your company. The enclosed CV will, I believe, show that I have the training and knowledge that you require for the job.

Recently I am studying a BA in Accountancy at the Hong Kong Polytechnic University, will be graduating in 2010. Subjects which I am studying that are relevant to the post of associate include Business Finance, Managerial Accounting and Advanced Financial Accounting.

Apart from my studies, I have held a post of Committee of Finance Committee of Union Council of The Hong Kong Polytechnic University during my life at University. While taking part in this, I have improved my ability to work in a team environment, problem solving skill and interpersonal skills.

Worked for Industrial and Commercial Bank of China, a leader bank in China, improved my

communication skills, analytical ability, computer skills, and as well as my language skills. My practical skills were further developed by last summer internship at Chan, Lam & Co. CPA (Practicing).

I can speak and write Fluent Chinese and English, and my Putonghua is at a reasonably advanced level. I can therefore be able to work in mainland China.

I am particularly interested in joining Deloitte Touche Tohmatsu because of the future career opportunities and continual challenges given by the company as well as the company’s leading position in the field of advisory.

I have great interest to apply for the post of Retail Consultant which was advertised in your company web site on 4 Jan.

I am a final year student at The Hong Kong Polytechnic University. I am now studying the BSc (Hons) programme in Property Management under the Department of Building and Real Estate. During the years in University, I have acquired a sound theoretical knowledge of the building and real estate profession. It helps me to develop critical and creative thinking on examining the key social, political, economic, physical and regulatory factors affecting the success of the property industry to satisfy customers’ need as well as developing comparative advantages among the competitors.

Apart from my academic studies, I believe that I am a candidate who possesses substantial work experience and pragmatic business knowledge. I believe I have great people skills and presentation skills obtained from the past working experience. I worked as a counter service officer for a year and I was responsible for exploring customers’ need and soliciting business development opportunity through cross-selling. I have to be presentable to gain the trust from the customers. Moreover, my previous working experience in clerical duties helps me to develop professional computer knowledge in Excel, PowerPoint and Word. When I worked as a marketing assistant in FMCG industry, I always helped my band managers to develop the PowerPoint for presentation and I have to use the word and excel for other clerical duties such as stock recording.

For my personal interest, I have strong marketing sense developed from my studies and part time job. I enjoy shopping and experience new entertainment to enrich my life. I like to observe and explore the customers’ need searching for business opportunity.

I believe that I am a suitable candidate as a property consult in your company. I hope that my insight will foster arid contribute for the success of your company.

With reference to the advertisement in JIJAS on September 8, 2009, I am writing to apply for the position of Business Trainee (Part-time).

I am currently a full-time student studying a BBA degree course in Marketing at the Hong Kong Polytechnic University and I am due to graduate in June 2010. As you can see from the enclosed CV, I have outstanding academic achievements especially in marketing subjects. Apart from the formal training I have obtained from my two-year course, I have had a number of part-time and summer jobs which have helped me to gain experience in marketing especially the summer overseas placement as a marketing trainee in Romania this summer. Reference letter from my employer in the oversea placement has been attached for your reference. My active and ambitious participation in extra-curricular activities has also allowed me to develop insight into the area and participated outstanding leadership. I have got number of awards in leadership and management in AIESEC in session 2008-2009.

My professional training at the university requires adaptability and creative thinking for real business world. My outgoing and cheerful personality with clear and direct ambition and passion also persuade that I can be the best trainee in your company. I’m adaptable to different challenges and have good interpersonal communications skill. I can work independently with unlimited energy and outstanding achievement. I feel, therefore, that I have not only the experience that you are looking for, but a number of other invaluable skills which would benefit me in this position.

I would like to have the opportunity to discuss this position with you further. I can be contacted at 1234-5678 anytime. Thank you for your consideration and I await your reply.

Having read your recruitment advertisement publicized on your company website. I am very interested in participating in applying for the position Associate Audit. I am convinced that with good command of English language, accounting knowledge and computer skills, I can make contribution to you firm.

Currently I am studying in BBA (Hons) in Accountancy at the Hong Kong Polytechnic University and will be graduated in 2010. I was also an exchange student in University of Groningen in the Netherlands. I have taken courses under Business and Economic faulty when I was studying in Europe.

By participating in exchange programme through department to The Netherlands for a semester, being a leader in an international student-run organization and vice president of a national conference, I have more chances to meet and communicate with people from different parts of the world. I have developed good communication and interpersonal skills with people with different cultures. I have a wider global outlook through these opportunities.

I am interested in getting more working experience in business field and would like to understand more about it by having the opportunity to take up the post of Associate Audit. Resume is attached for your retention. I am keen to attend your interview at any time in your convenience. In the mean time, if you have any questions, please feel free to contact me at 1234-5678 or xxxx@gmail.com.

Thank you for your consideration.

With reference to job advertisement posted on the JIJIS web net, I knew that your company offered career opportunities in Building services disciplines for graduate engineer. I amvery interested inthe program and would like to apply for the position.

I am a master student in POLYU majoring in the Building Service Engineering. Studying at different places in these years, I have already become an independent person who can quickly adapt to the new environment and engage into the study and work. My written and spoken English and Chinese (Cantonese &Putonghua) are good enough for working, studying and communication. These features made it easy for me to work at different places, no matter Hong Kong, mainland China or other regions.

I am an active person. During the undergraduate years, I had gained the theoretical knowledge of the building service engineering and also proficient in using relevant software, such as Word, Excel, PowerPoint, AutoCAD. At the same time, I studied the relevant subjects about Engineering management to enrich my knowledge on the market and management and got the second degree with good result in our college.

Additionally, I had participated in many extra-curricular activities to improve my communications skills and to enhance my relationship with my friends. At same time, I had taken the important position in my class and Student Union, these made me to be a person with strong sense of responsibility.

The knowledge and skills that I have learnt from lecture have encouraged me to pursue a   
dream in my field of interest. I believe that my education background and personality are   
appropriate for the position. It will be my honor if I am given a chance for an interview. I am looking forward to receiving your response. Thank you for your time and consideration.

I am writing to apply for a summer internship in Republic Geodetic Authority of Republic of Serbia through IASETE.

I believe that I have possess the requisite professional skills and personal qualities to make a valuable contribution to your company. As you can see from my resume, I am a second year student at the Hong Kong Polytechnic University. I am studying the BSc (Hons) programme in Geomatics, major in Land Surveying in the Department of Land Survey and Geo-informatics. During my studies, I have acquired a sound theoretical knowledge of all facets of the land surveying profession. Although I do not have any relevant working experiences, but I have developed my practical skills by engaging in problem-based projects and carry out field work in my studies. I think I have acquired the technical skills and computer skills during my studies which makes me a suitable candidate for the internship.

During my years of studies at the Hong Kong Polytechnic University, 1 have also had the opportunity to join a research project on testing aerosols by flying meteorological balloon; this valuable experience provided me the chance to practiced the practical skills like GPS and computer programming skills that I have learnt. Also, I had to work as a team in particular for this project. This project required me to work with self motivation and independently, and at the same time, to be a good team player in order to cooperate with my team members. I feel that this experience would be an advantage me to work for your authority.

I would be grateful if you can accept my application arid I will do my utmost to accomplish any challenging tasks. I am available from 5th July 2010 to 27th August 2010 for the internship. I can be reach at 1234-5678 or by email to xxxx@polyu.edu.hk.

Thank you for your consideration.

I am writing to apply for the post of Engineer Trainee, which was advertised on the Student Affairs Office notice board of the Hong Kong Polytechnic University on 21 September, 2009.

I will be graduating from the Hong Kong Polytechnic University with a MEng in Building Services Engineering in October 2010. In addition, I was awarded with the 1st class Honors of BEng (Hons) in Building Services Engineering, 2009 and Distinction of Higher Diploma in Building Services Engineering, 2007 from the Hong Kong Polytechnic University. Be educated at Building Services field in several years, I developed a strong sense of belonging and gained a firm foundation professional knowledge. I believe my education background is appropriate for this position.

During my academic year, I served the post of Internal Vice President of the 13th Building Services Engineering Students’ Society in 2006 and was the committee of Facility of Construction and Land Use Students’ Council in 2008. In terms, my responsibilities included to cooperate with my committee and organize events (e.g. Orientation Camp) which improved my coordination skill and ability of working under pressure. Besides, in order to widen my horizon and obtain more opportunity learning from different aspects, I spend half a year to be an exchange student in Malardalens University, Sweden in 2008. This unforgettable experience provided me a golden chance to learn different building services technologies and cultures in other counties.

Because of these extra-curricular activities and the academic records, I have the fortune that nominated by the Department of Building Services Engineering and awarded a chance to be candidate for Outstanding Student Award in Faculty of Construction and Land Use, 2008.

Furthermore, I was employed as a student helper in summer 2008 and participated in the research project led by Prof. Daniel Chan in the Department of Building Services Engineering. And now I am working at the tendering department in a D&B Contractor Company, BYME Engineering (HK) Ltd. In every single project, requesting suppliers for pricing systems and analyzing the cost of quotations are my major duty which enhances my skill of communication and analytical ability. The nature of contractor category is good, however, they cannot provide a platform for applying the design knowledge into practice (i.e. they are not the predominant party in the building design process) and they seldom have a well training programme for the fresh graduates. I prefer to gain more opportunity learning from different aspects and train under a well organized trainee programme within these few years in order to strengthen my building services knowledge. As Swire Properties Ltd is one of the premier property development companies in Hong Kong, I believe the 3-year trainee programme provided by the company must be the best and it can help for stepping forward to be a professional engineer.

Enclosed is my resume which further outlines my qualifications. As my cover letter and resume can only tell you a little about me, I look forward to discuss my background with you. Thank you for your consideration.

I am writing to enquire if you have any vacancies for an Operations Executive. My working experience as a Summer Internship at CEVA LOGISTICS (HONG KONG) LIMITED between 10 July 2009 and 31 Aug 2009 improved my communication skills, information technology skills, problem-solving skills and analytical ability. One of my responsibilities was to provide assist in uploading different kind of shipping documents to the specific online platform named GT Nexus. Also, I assisted my colleagues to prepare daily container load report and made load plan. I helped to book truck service to ship cargo from customer’s warehouse to port. I was requested to handle lots of shipping documents such as Bill of lading, Packing list, Receipt, Invoice, etc. On the other hands, I worked as a Student Internship at Hong Kong Police Force between 7 June 2010 and 30 July 2010. It ameliorates my research skills, communication skills and problem-solving skills. I was asked to do a research about how the Leadership Training methods to junior police officers in Hong Kong Police College can be improved. A set of questionnaire that was designed by me was given to those junior police officers who were attending the Leadership Training course in the Police College and was collected back later. What is more, I did a face-to-face interview to some of them. I made a telephone interview with some target private companies and government sectors such as Starbucks Coffee, Hongkong Post which have experience of providing Leadership Training to their employees. Finally, I released a final report and submitted to my supervisor. I have fluent spoken and written English. I got B in one university English subject named Practical English for logistics student and B+ in the other one university English subject named Workplace English that covers job interview skills, job application letter writing and report writing. I also have fluent spoken and written Chinese and Mandarin. I am proficient in handling MS Office skills and capable of using Photoshop software.

Currently I am studying a BBA in INTERNATIONAL SHIPPING & TRANSPORT LOGISTICS at the Hong Kong Polytechnic University, graduating in summer 2011. Subjects which I have recently completed that are relevant to the post of Operations Executive include Management Accounting, General Logistics and Distribution Management, Business of Shipping, Introduction to Air Cargo, Operations Management, Cargo Operation & Management, Shipping Document & Warehouse Management, Business Law and Law of Carriage of Goods by Sea.

During my studies I have held the posts of Cadet Leader in the Hong Kong St John Ambulance Brigade, Cadet Command and Vice Chairman in Photography Club. While leading and organizing these activities, I have improved my out-going personality, leadership skills, analytical ability and organizing and planning activities ability. I am also trained to have a mature thinking and to be a foresighted people.

Working for Expeditors Hong Kong Limited - Hong Kong Branch appeals to me because it is a leading company in logistics field especially for Freight Forwarding business and it has a sound reputation. Your company also provides a sound on-job training program.

I would appreciate the opportunity to attend an interview at any time. I can be contacted most easily on the mobile phone number given above. I look forward to meeting you.

In today’s knowledge based society, I realize that it is significant to sharpen my competitive edge. Therefore, to have an IT related working experience in an oversea company is a goal in my life. I also would like to take this golden opportunity to fulfill my potential and broaden my horizons in oversea placement after my graduation.

I am glad that HKPU always promotes all round development for students and provides them many extra-curricular activities or programmes to gain different experience. I have been participating in the Community Outreach Merit Program since my year one in HKPU. I have been an instructor and TA of some computer interest courses such as flash and developed a flash website for Kowloon West Youth Care Committee organization. Apart from community services, I also worked in the Hong Kong Federation of Youth Groups (HKFYG) as a summer intern to develop a resource management system such as room reservation and search map function by using .net framework and Google map API respectively. Moreover, I have joined an exchange programme and thus I got a chance to study in a Kingston University in UK for one semester. In my placement year, I worked in website production company - Westcomzivo Limited as a web programmer. The activities I mentioned above all gave me a precious lesson to learn how to work in team and improve my language proficiency. With such wonderful experience, I am sure this oversea placement is another valuable chance I could not miss.

I believe I have the abilities and potential to fulfill the requirement of this job. In the past four year tertiary education, I also have struck a good balance between academic studies and extra-curricular activities. Having been an instructor of a flash training course for elderly in community services, the benefit I gained is beyond words. Apart from boosting my self-esteem, it helped me to brush up on my leadership and polish my interpersonal skills. Besides, I was also chosen to be a student helper of the intelligent airport (Tina) project which cooperated with Cambridge arid UCL in UK. In this Lunar New Year holiday, we were so honorable to be invited to visit their Computer laboratory and campus. Throughout these activities, I was deeply impressed by the spirit of teamwork. I totally understood that teamwork is one of the indispensable keys to success. Of course, if also provided me a chance to gain valuable experience that cannot be found in the textbooks.

Because of my participation in these fabulous activities in PolyU, I have developed a positive personality. I believe I am a responsible, optimistic, sincere and industrious person. All of these helped me to develop a close relationship among classmates, tutors and professors. Nonetheless, I have the determination to tackle these obstacles and seek perfection. I believe I will have further betterment in my social skills as I go on. Therefore, taking an oversea placement is an efficient way to further expand my social network and develop independence.

I would be the most grateful if I am offered a chance to participate in the oversea placements. I am sure that I will endeavor to grasp every opportunity to broaden my experience, develop my potential and stretch my abilities.

I am writing to apply for the position of audit associate for graduates, which was posted on your company website.

I am studying a Double Degree in Business Administration and Engineering (major in Accounting and Finance and Industrial engineering) at The Hong Kong Polytechnic University. My university studies include accounting, management, finance and enterprise information systems, which should be of benefit to your company. Working in the auditing industry, it is important to have certain basic knowledge and technical skills in order to accomplish my job.

I worked as a summer intern in the China Construction Bank in Nanjing in 2008. I was attached to the team of ‘corporate business’ and ‘personal loan’ of the finance department. I have gained some basic knowledge of the operation and have a chance to be exposed to the banking industry. Besides, I have improved my written and verbal communications skills in Mandarin. It is absolutely useful since language skill is now crucial for an auditor.

Apart from academic achievements, I have also participated actively in co-curricular activities at the university. I have participated in a leadership training programme to broaden soy horizons. Through the training I have adapted a positive attitude and realized how to become a good leader and what essential elements are needed to become a successful person.

In addition to learning outside classroom, I have also taken part in a lot of voluntary works. Also, I am an active member of the Handball team at the Hong Kong polytechnic University and have participated a few competitions outside Hong Kong. In these activities, I have demonstrated a strong sense of responsibility and leadership, and I am considered an effective team player. I recognized the importance of teamwork and I believe in the notion of helping each other and sharing our experience and thoughts. The power of a team allows it to finish tasks effectively and efficiently in an enjoyable atmosphere. Although there were times that we lost and failed, the power of a team supported us not to be frustrated and kept us energetic when facing challenges. I am certain that this spirit would help me contribute to your company.

I look forward to the opportunity to discuss this post further with you. I can be contacted at 1234-5678 or xxxx@polyu.edu.hk. Thank you for your consideration and I await your reply.

I am currently in the second year of an Honors degree in Hotel Management at the Hong Kong Polytechnic University. I wish to apply for a 48-week internship at Capella Singapore.

I have studied a range of hospitality and tourism subjects at university, including Introduction to Hotel Operations, Tourism and Culture and Service Operations Management, which I gained knowledge of the dynamic hospitality industry and realised the importance of guest satisfaction in the people-business. I also learn about Food and Beverage Operations currently. Having studied Marketing and Buyer Behaviour at my home university and exchange university in Glasgow, I have learnt about advertising and being more sensitive to the change in hotel business environment and different needs of the market segments.

My passion for the hotel industry was confirmed through my internship experience in Shanghai last summer, the opportunity to learn at the front office provided me the chance to interact with people and gained insight into the challenging yet fulfilling role of a hotel staff member. I also benefited from other past work experience, like communication and interpersonal skills developed at the International Convention and Expo Summit and as a promoter for the Intercontinental Video Limited.

I am sociable, well-mannered and willing to learn and Capella Singapore would be a wonderful opportunity for me to apply school knowledge on real work, develop people skills and combine with my interest in hospitality and tourism. The muiti-cultural aspect of Singapore also attracts me, as it offers the possibility to use different languages, learn about various cultures, as well as the chance for travelling, which I truly enjoy.

My CV is attached for your consideration. I can be contacted at the telephone number and email on the CV. I shall look forward to the opportunity for discussing my application with you at an interview.

I am an undergraduate at the Hong Kong Polytechnic University. I am writing to express my interest for being a part of the Menlo Software factory team, as posted on IAESTE United States (Ref. No. 2010-79594). I have read about Menlo Innovations LLC’s corporate culture and was delighted to find out Menlo’s great emphasis on teamwork and exploring new possibilities. I therefore believe that at Menlo, I shall develop as an excellent team player who is able to influence others.

As a student, I work hard not only to achieve better academic results, but also to make the best out of each coursework. These coursework enabled me to appreciate the elements of the software development cycle and consolidated my knowledge in each of them. This had made most of my work to be done with full dedication, as if they are gifts to please enthusiastic collectors.

Being a double degree student in computing and management, I also have consolidated understandings of the importance of communication. My effective communication skills had already demonstrated its use during the previous summer, where I had to work collaboratively as a course instructor with my students and other instructors.

My personal projects as a web developer for the web group I co-founded “v2Alliance” had also strengthen my ability to communicate with, to coordinate work and to involve amateurs into the software development process. The projects helped me to put theories and prescribed practices into real use. Through the success of the group’s first product, my interest in enhancing these abilities through work had grown stronger. I however understand that my current ability to plan and developed is still limited and is therefore keen to further develop my skills and be able to be involved in more projects.

I am confident that I would be fit for the work, the culture and the environment. Please accept my greatest gratitude for your precious time and consideration.

I am very excited to hear that you are offering analyst internship for investment banking division this summer. I have, since high school, been fascinated with the powerful and dynamic financial market which had led me to pursue the related academic study. I am determined to make a successful career in the financial field. Apart from my study, I am also actively seeking every opportunity to cultivate my competence in the real business world, most importantly the relevant internship experience, so as to better equip myself for that important first step of my career.

In here, I would like to share some of my important experience that I treasured very much. In June 2008, I went to US to work in a restaurant as a server assistant whose responsibility is to talk to customer and bus the table after they finish. I really enjoyed that job experience. Before returning to Hong Kong, I spent one month backpacking around the States, living in hostels and making lots of young friends from different countries. It was my first overseas experience, opening up my eyes and mind to a totally different culture. It made me realized how big the world is and how important it is for an undergraduate, like me, to expand his global horizon to prepare for the challenges of globalization. That experience also helped me overcoming anxiety and fear in adapting in an unfamiliar environment quickly; building up my confidence with people from any background and culture.

I am a far-sighted student. I look further and have great expectation from the internship. I regard it as an important step of my university life or even my care path. The internship is a trial to put both the hard and soft skills I learn from my previous three-year university life into a practical and real life scenario. It is valuable not only because of the internship itself, but some insights I will gain like how should I utilize my very last year in university to better equip myself.

I keep thinking that life is like a journey. You would see a lot and experience a lot and learn a lot. The best way to enjoy your journey is to do it with love and passion. That is my motto and attitude in everything I do now. I hope to have a chance to prove that to you in the internship program.

Look forward to an interview with you.

I hope to extend my career aspect on the field of banking. Through my job search, I have come to respect the professionalism that characterizes your firm and its employees. I am confident that Fubon Bank (Hong Kong) Limited’s values and objectives would highly complement my own strengths and enthusiasm. I would like to be considered for your Management Associate, or a similar position that requires refined analytical and communication skills.

Evidence of my communication and analytical skills can be seen in my responsibilities as several working positions in different companies and the participation in various activities at the past years, and my commitment to my academics. My educational background, combined with my working experiences, has been excellent preparation for a career with your organization.

Please review the enclosed resume and references and consider my application for your Management Associate. I would appreciate the opportunity to come to meet with you and explore the company environment, as well as possible job opportunities at Fubon Bank (Hong Kong) Limited. I am looking forward to exchange ideas with you concerning a career at your organization and the positive contributions I would be offered as a member of your organization.

Thank you for your consideration.

I am a logistics student from the Hong Kong Polytechnic University, interested in student internship program provided by your company. I believe that Top Gun Express has the ideal culture in which to pursue my goal of becoming an innovative and responsible logistics manager.

Academically, my extensive course work in PolyU has allowed me to gain an understanding and appreciation for the express service and logistics distribution. I have also studies broader elements about other business areas like marketing, accounting and management. Especially during my exchange life in Aston University in UK, I have developed my language skills greatly and learned how to work efficiently and effectively in culturally or professionally diverse teams.

My experience in extra-curriculum activities has provided me with solid communication and presentation skills. In 2009 CIMA Global Business Challenge, our team has won first runner-up in Hong Kong regional, with an impressive presentation in the final. I am rather ken at voluntary activities and contributed more than 1,500 hours during the past 2.5 years. The most impressive one is last Christmas in Birmingham, UK where I have spent 7 days volunteering homeless people. The benefits from these community service activities values more than the efforts I have paid. I have acquired techniques to communicate with different people in different situations and adapt to new and strange environment quickly.

My previous working experience as a marketing assistant in Prudential (2009 summer) facilitated me with basic knowledge and process of doing marketing research. With a minor in Mathematics, I believe I can also do well in the related analysis. In 2008, during the Olympics, I did a summer internship in Beijing for ‘Beijing Hyundai 2008 Back Home Project’, in which I was the group leader for project team and we have successfully arranged the transportation, accommodation and site seeing in Beijing for 2,008 guests from all over the world. I still remember the difficult time when negotiating with transportation department to utilize the resources we use.

With developments in the above aspects, I firmly believe that I will be a good fit in Top Gun Express’s internship. Thank you for your time and consideration.

The “Intern Analyst position of GfK Equity Research” delivered from Student Placement Office of Department of Applied Mathematics, The Hong Kong Polytechnic University, is of great interest to me.

GfK Equity Research provides quantitative and qualitative research to hedge and pension funds investing in consumer technology companies. Therefore, I believe I am just the right person for this position requiring both excellent analytical skills and great passion with creativity.

The main reason for my confidence in applying for this position lies in both my extensive academic training in mathematical as well as finance related courses, and my extensive internship experience in finance, IT industries. Besides, I grasp sound computer skills and analytical abilities, especially on programming language, statistical software and mathematical modeling. Taking the Society of Actuary exams also enhances my quantitative analytical skills. Moreover, I am proficiency in writing and speaking in both English and Mandarin.

Before my postgraduate study, I had a 6 months internship experience in credit department of Caterpillar (China) Financial Leasing Co. Ltd. My main assignments were credit approval analysis and verifying leasing contracts. At the beginning, most of them were routine work, however, I learned to enjoy them and perform them perfectly. In peak season, the working hour was usually from 8:30am to 21:30pm, I was still conscientious, initiative and energetic with my responsibilities at work. Besides, I came out some creative ways to simplify our work process in order to accomplish our daily assignments faster and more accurately. Such as I designed an add-in software to input the data from Excel to Oracle system automatically. While, in non-peak seasons, we always had rotations in assisting to do works across departments. At that time, I supported to conduct an information system innovation project with IT, customer service and marketing departments.

Finally, my availability for work in next semester will be ok in all daytime and most of evening time, since I have only one class from 6:30pm to 9:30pm per week. Also, I am willing to accept overtime work assigned to me and follow company’s arrangement when there are some changes.

I hope I could combine what I’ve learnt from both the academic training and the working experience into the future contribution of EfK Equity Research. Thank you for your time and patience, and I would greatly appreciate you if you could grant me an interview opportunity.

My story starts from my father who brought me to <香港盆景雅石學會> on every Sunday, grew orchids, cactus and bonsai. Staying with me in the widerness, and keep telling me the stories about plants and animations. My experience of cultivating orchid is domestic and self-initiated as a hobbyist. I started to grow orchid since I was secondary one. In those years, I studied a lot of books about orchids, so my general ideas about the habitat, climate, rainfall, lighting, life span, geographical were formed. I grow different kinds of orchids like the Paphiopedilum sp., Phalaenopsis sp., Oncidium sp, Haraella sp. etc to prove if the knowledge from books and TV programs are correct by creating the environment they need and providing all the materials that the rely on to grow, Sometimes it is a failure but when my experience accumulates, I got success in blooming. The experience is fascinating and encouraging as part of my personal growth. Understanding and be sensitive to the needs and growth of some of the living organisms on earth is also affecting how I see myself (my role) as a human being.

Although my major study is not biology, this stimulates me to learn about plants with initiative self-motivation. I have been travelling around the world in 2008-2009, I was eager to visit different conservation areas and some of the world famous botanical gardens: Muir Woods National Monument and Golden Gate park in San Francisco, Yosemite National Park and Giant Sequoias in California, The Royal Botanic Gardens, Kew, Botanical Garden & Museum Natural History Museum of Denmark, Botanic Garden and Botanical Museum Berlin-Dahlem, Natural History Museum of the University of Oslo (botanical garden). Those trips and site visits teach me how important conservation is. For example, the Muir Woods, which is saved by John Muir and now becomes a protected area open for educating people about natural science and history, conservation and development. With the achievement by our predecessors, we now can enjoy what they have left behind. I was inspired by this point, so I find my vision of protecting habitat, propagating plant, educating people, so as to maintaining the biodiversity and sustainable living of plants in Hong Kong. I was surprised that the exhibitions of plant specimens in western countries are really inspiring. Some of them are small scale lively showcase that separating into zones, showing plants in the whole world, and demonstrating the characteristics of different plants. While some of the exhibitions are experience design. The whole atmosphere of the natural habitat (on theme e.g. carnivorous plant / zones e.g. rainforest) are created with specific temperature and humidity. So when go from a dessert into a rainforest, you will be more understanding the differences through your five senses. Moreover, I find a precise and sensual arrangement of plants also helps to illustrate the intrinsic beauty of creation to the viewers to enjoy them. I am sure the three years of design training can ensure me to have art sense on that. Also I have keen eyesight on looking for orchid. I often go hiking with friends and enjoy distinguishing terrestrial and epithetical orchid in the wild. It will be so meaningful if I could do field study, botanical survey work for orchid conservation in Hong Kong and Mainland China.

All these actions and steps show that I am keen on plant and orchid. Like my experience of growing orchid at the very beginning, I am now fully filled with knowledge and I am prepared to put them into practical. It will be my pleasure if I have chance to devote myself to Kadoorie Farm & Botanic Garden Corporation. So I hope I can have a chance to interview with you.

As a Year 2 student majoring mechanical engineering in The Hong Kong Polytechnic University, I do not have any working experience related to my major. However, I strongly believe that the jobs I had in the past can strengthen my specific skills.

For example, as a waitress in famous restaurants in two summer holidays allows me to deal with different customers, which give me an excellent interpersonal skill. I can interact well with staff and clients at all levels, be active in representing my organization and provide excellent services that may exceed customer’s expectations.

As a calling staff in EasyVan Shipping Call Center, I need to remember the names of streets, buildings, places in Hong Kong. I know that Hongkong Electric is such a major public utility supply. This means its customers are distributed all over Hong Kong, and it may need some talents which are familiar with the geography in Hong Kong and have a deep passion and knowledge in engineering.

I will be a promotion secretary of American Society Of Mechanical Engineers. Sometimes I am a helper of some events such as Alumni Homecoming Carnival 2010. I was a chairwoman of art club, an art director of student association and a member of society service group at my secondary school. All of the above shows that I am quite active in school activities but not too much.

As I stated above, mechanical engineering is an area that I am interested in but, unfortunately, have not had much first-hand exposure to. Hongkong Electric is such a opportunity for me to experience a real, practicable working environment. I see this training programme as a quick and clever way to experience life as an engineer. Being an engineer is a long and difficult path, I have seen for myself what the result is like by joining this programme. I feel that it is much more valuable than anything I could learn from books. This experience can help me decide whether this area of engineering is what I truly want to do for a living.

I would be grateful if you can arrange an interview so that I can explain my qualifications further. I can be reached at 1234-5678 at any time. Your consideration is most appreciated.

I am writing to apply the post of Teaching Assistant Primary School, which was advertised on South China Morning Post (SCMP) on 15 January 2010.

My working experience as a teacher of supportive program of CET-6 of students of Navigation major at Shanghai Maritime University improved my communication skills, willingness to deal with young students in Year3-6 and ability to work with other teachers in a team environment.

Currently I am studying an M. A. in English Language Studies at the Hong Kong Polytechnic University, graduating in 2010. As an English major graduate, I have already acquired proficient skills of both written and spoken English. I am also able to speak and write fluently in Mandarin as a native speaker of Chinese.

Working for Chinese International School CIS appeals to me because it has a good reputation for excellent academic achievements and cmmunity service record. Your company offers a dual language teaching approach for students of multi-cultural background , and I can contribute to this with my language skills and my willingness to deal with young students in Year3-6.

I am available for interview at most times. I can be contacted most easily either on the mobile phone number or e-mail address given above 1 look forward to meeting you.

I am writing to apply for the post of Associate Audit which was advertised on your website.

I am currently studying a BBA in Accounting at the Hong Kong Polytechnic University, and I am due to graduate in May next year. I have studied subjects include Business Law, Financial Accounting and Taxation which are relevant to your post.

Apart from my academic studies, I have much summer job experience which is not only equips my practical knowledge in accounting, but also improves my communication and interpersonal skills. As shown in the enclosed CV, I was working as a game operator in an Amusement Park of the United State this summer. I had to interact with different guests and manage the game booths. It enhanced my presentation skills and built up my self confidence to deal with various clients in the future. In addition, I was an account clerk in a manufacturing company and the MTR Corporation in the previous summers. The working experience provided me a chance to apply the accounting theories which I have learnt to the real world.

I have participated actively in the extra-curricular activities. I was the Exchange Team Officer in AIESEC which is an international student union. Involving in the culture and exchange promotions, personal development activities and also language workshops had broaden my horizon with the diversification in general knowledge. Moreover, I had taken the leadership role as the School Head Prefect when I was studying in the secondary school. The Best Service Award from the school confirmed my effort in arranging school activities and performing duties which benefited all the students.

I would like to work for Deloitte is not only because of its global professional reputation and staff training, but also the achievement in corporate social responsibility. I hope contributing to Deloitte with my professional knowledge and soft skills.

I would appreciate the opportunity to attend an interview any time.

I am writing to inform you of my interest for the position of Retail Operations Management Trainee which was recently made available in your company.

I will graduate from The Hong Kong Polytechnic University with a Bachelor Degree in Tourism Management at the end of May 2009. Throughout the three-year tourism program, 1 have acquainted myself with a range of knowledge and skills which would allow me to embark on my career. By attending course such as Merchandise and Retailing and Tourism and Hospitality Marketing, I have gained strong marketing sense as well as knowledge which I believe will be valuable in working in Louis Vuitton.

Due to my outgoing personality and keen interest in meeting people, I joined a one-year exchange program to the United States and got my high school diploma at Bristol Virginia High School in 2004. In that year, I stayed with a local family and studied in a local high school. I learned how to cope with people from different backgrounds. As a proactive learner, I also actively involved in extra-curricular activities. I was the helper in the annual PolyU Education Info Day in 2007 and 2008. My enthusiastic involvement in the activities outside the academic circle has served me well in nurturing my leadership and communication skills, which are essential to succeed in the working world.

Furthermore, I have several working experiences during the summer holidays. I worked for Hong Thai Travel in the Hotel Reservation and Package department in 2007. 1 have learned working with people in different levels and exposed a variety of aspects of managing a business. Moreover, I gained a working opportunity in Walt Disney World Resort in Florida, USA last summer. I worked as a cashier at the biggest souvenir store in the park. It was a lifetime experience which enabled me to learn skills that will be valuable in any of my future endeavors and have the opportunity to make professional connections with leaders from a variety of disciplines.

I am confident that my combination of practical work experiences and solid educational has prepared me for making contribution to your company. I would deeply appreciate the opportunity working at your company and enhance my horizon.

Together with the cover letter, I attach herewith my resume for your full consideration. I appreciate your time reviewing my application, and it will be a pleasure for me to attend an interview with you at your convenient time.

I am a year3 student towards a degree in Accounting and Finance in the Hong Kong Polytechnic University. I apply to be an intern in the Markets and Banking Division in this exchange program as I believe myself a good match for the position.

Citi Group Young Fellowship Program aims at recognizing outstanding academic and extracurricular achievements of local university students. Personally, my academic performance does give me confidence to apply for this program. I am competent in logical and quantitative subjects and professional accounting techniques, which prove and sharpen my analytical ability as well as a sense of preciseness. At the same time, it is the experiences from different social activities, applying my knowledge and skills and making a difference in the community, that help me become a better person and keep on making progress. Elected as a general secretary in committee of the HKPUSU user unit for Hong Kong Award for Young People, I undertook a diverse scope of tasks, including effective communicating with people within and outside the committee, series of formal documenting and wording, using computer to design poster and flyers, and organizing community service activities, in most of which I had to learn new techniques quickly and apply my prior knowledge accordingly. I enjoy tempting the challenges that arise from both academic study as well as community activities, by keeping an open mind to all possible results, I can always come up with something constructive.

I believe being capable means nothing, because there are always more capable people in the world. It is how you make a difference with your capability that creates value. The reason I am motivated to an internship in Citi’s Markets and Banking Division is that I am committed to a career in finance and I am dedicated to add my value, in my future career, by applying my professional competences, into financing the market effectively and efficiently. I believe that the exchange program will help sharpen my competitive edges of the analytical ability, detail oriented acumen and a sense of responsibility, which also help equip me with all-round competency towards a future career in banking.

I am writing to apply for 24-weeks student placement in Bangkok for supporting PATA’s activities in 2010.

My working experience as a contingent waitress in Pizza Hut Hong Kong improved my interpersonal ability and customer handling skills. Not just provide the service conform to the guidelines by the company, I have learnt that the warmth greeting and sincere care to the guest make our service more personalized. In addition, the team working environment really develop my responsibilities, self-dependence and ability in expression through communicate colleges in different age groups

Currently I am studying High Diploma in Hotel Management at The Hong Kong Polytechnic University, graduating in 2011. I got good result in the subject of Introduction and Principle of Tourism and Tourism and Hospitality Business Environment last semester and it stimulated my interest in working in travel industry. I would study Marketing and Accounting in Tourism and Hospitality this semester which I believed that would be very useful when I working as placement or future career.

During my secondary school, I have been the secretary of house committees and I was responsible for organizing house event for different level of schoolmates, such as swimming gala and music day. It improved my interpersonal skills as I needed to ask for the sponsorship from commercial shop for the school events.

Working for PATA appeals to me because it has good reputation and large influence in the industry within the region. PATA have contributed a lot in the aspect of consulting, education, connection with different tourism bodies and in particular for the marketing intelligence. I am confident that my analytical and communication skills would be beneficial to your team with my enthusiastic in travel industry.

I am available for interview at any time. Please contact me at the e-mail address given above. I am eagerly looking forward to your favorable response.

I am writing to apply for the post of Management Trainee, which was advertised on your company website on 2 February 2010.

My working experience as a Management Trainee at the Sofitel Wanda Beijing improved my ability to deal with customers in a polite and friendly way, ability to work in a team environment and information technology skills. I have fluent spoken and written English. I also have fluent spoken and written Mandarin.

Currently I am studying a BSc. in Hotel Management at the School of Hotel and Tourism Management of the Hong Kong Polytechnic University, graduating in 2011.

Working for Swire Hotels appeals to me because it has a good reputation and it provides excellent training. Your company is planning to expand its mainland operations, and I can contribute to this with my language skills.

I am available for interview at most times. I can be contacted most easily at the e-mail address given above. I look forward to meeting you.

About half a year ago, I took the subject “Private Banking” at my exchange University in Germany and found it attracted me a lot. I was inspired by the speech delivered by a guest speaker from one European Investment Bank. His enthusiasm and knowledge left a deep impression in my mind and motivated me to explore a career in private wealth management. I found Goldman Sachs is the place where I can fully unleash my potential for several reasons: the market leadership of Goldman Sachs in the industry, the firm’s commitment to the development of its people, and the diversity of exposure I can gain from my work.

I love continuous challenges and new leanings. That’s the reason I have been seizing every opportunity to explore the world through studying and working outside Hong Kong. I participated a lot of extra-curriculum activities at school from which my leadership and teamwork ability have been greatly improved. As welfare secretary of Chinese Mainland Students Association of PolyU, I initiated and successfully organized two workshops about Chinese traditional culture. Moreover, in order to seek sponsorship, I contacted with several vendors and distributed welfare to about 1,000 members twice in a year. One challenging project is organizing 6-day non-local student O’camp where all the committee members cooperated and worked hard together from which I learned how to organize a big event. Moreover, my working experience in customer service industry had allowed me to learn firsthand how to effectively attend to customers’ needs which is an essential quality demanded by private wealth management profession.

Thank you for your time and consideration. It will be a pleasure for me to attend the further recruitment process. I am looking forward to your favorable reply.

I am writing to apply for a summer Internship in Hydron Unipres Ltd. through IAESTE. I am a Mechanical Engineering student at The Hong Kong Polytechnic University (PoIyU). I was employed as a promoter, an office assistant and a clerk during the summer of 2008. During my work, I have experience in dealing with customers. Besides, I believe that I have good communication skills and capability to work under pressure.

During last semester, I had learned how to operate the machines, such as CNC and NCM in the Industrial centre in PolyU. In the meantime, I had also learned how to manipulate Solidworks, MSC Nastran and MS Visual Studio (C++ programming) during this two-year study programme, which greatly facilitates my mechanical engineering research and analysis. For all these reasons, I believe that the strength of my training and experience are appropriate for the position.

Attached is my resume with details of my personal particulars. I would be grateful if I could be granted an interview so that I can explain my qualification more fully. I can be reached by phone at 1234-5678 or by email at xxxx@hotmail.com.

I look forward to hearing from you soon.

I am currently a final year student completing a BBA degree in International Shipping and Transport Logistics in The Hong Kong Polytechnic University. I am writing to apply for the Management Trainee (Ref.-MT-2010). I am deeply impressed by the competitive development of the Hong Kong aviation industry and the way HKAA is managing the Hong Kong aviation-related business parties, tourists and image of Hong Kong. I believe this opportunity is extremely precious for me and would be very much like to embark on my career through this position.

My strong academic performance in Air Transport Logistics does definitely facilitate the work involved in this position. In order to getting more familiar with the local aviation industry and its management, I have taken a one-year full-time internship in the Hong Kong Airport Service Limited and will be taking Airport Management in the coming semester. My internship experience in HAS provided me with insights on how the number one airport in the world operates and how important high quality management team plays in the HKIA. Up to that time I had never been that determined to devote myself to this area. I am inspired by the challenges to develop the all-rounded competencies and strong leadership since I can encounter senior managers from different operation units and deal with companies in different sectors of this industry.

To be a better employee, I shall be optimistic and get myself involve and understand the current society. I always bear in mind with the sportsmanship of “Positive upward & marches forward courageously” from my previous swimming training. My voluntary experience iii The Hong Kong Equestrian Event 2008 and The East Asia Games 2009 showed me not only the advantageous position of Hong Kong among other cities but also trained me to handle data systematically as well as how to provide excellent customer services. I truly believe the knowledge gained through these Events improved my observation, analytical skills and critical thinking, which is very much applicable to the position I am now applying for.

Strong leadership is another important criterion which HKAA looks for. My experience of being Chairperson in The HKPU International Study Tours in Shipping & Logistics has enhanced my skills in solving challenging problems by efficient arid effective communications throughout the planning and organizing processes. It also demanded me to think critically and make executive decisions, be readiness and flexibility to work in a team.

With all the aforementioned qualities, as well as my excellent personal skills, I can substantially contribute to the HKAA. Thank you for spending your precious time for reading this covering letter, I am waiting for your grateful reply. I can be reached by xxxx@yahoo.com.hk or 1234-5678.

With reference to the recruitment talk in PolyU dated on 20th October 2009, I have pleasure in applying for the post of Engineering Trainee.

As you see from my resume, I will graduate from the Hong Kong Polytechnic University with a BEng(Hons) in Building Services Engineering in June next year. In the past two years, I have acquired a sound theoretical knowledge of HVAC system, fire and pump services, electrical services as well as drawing skills. This year, I have to prepare my final year design project and research project to consolidate my learning, which prepares me to be a qualified Building Services Engineer in the future.

Starting from Secondary Five, I have been working for different positions. In June 2009, I worked for the Pacific Century Premium Developments Limited as a summer intern. My main duty is to assist in Clubhouses of Bel-Air and generated reports related to property managements. During this period, I have also had the opportunity to develop my practica1 skills by engaging in problem-based projects as part of my degree studies and interacted with the managements, which aroused my interest in property management and enhanced my communication skills. I feel that this experience would be relevant to your company’s work.

In addition, I have organized and participated in a variety of extra-curricular activities and held several positions of responsibility. Starting from 2008, I have worked as a communications officer of AIESEC in PolyU. Besides, I have participated in local and Taiwan conferences held by AIESEC and got involved in voluntary events. I am therefore a good team player, enthusiastic and independent.

I have enclosed my CV for your further consideration. Should you wish to take my application further, I would be available to attend an interview at you convenience.

Thank you very much for your consideration.

Are you looking for an innovative good team player with excellent analytical skills to fulfill the job of Management Trainee for DHL Global Forwarding (Hong Kong) Limited-DHL Logistics Division? I am sure I am the exact candidate you are seeking for because my experience gained in jobs and extracurricular activities closely parallel your needs.

The advertisement states the company is seeking hardworking fast learners with strong problem-solving capabilities. My experience in MCL International Freight Agency Limited Shanghai Branch trained me to be a person like this. For the job, proposals on enhancing the warehouse operation efficiencies were developed. After understanding the daily warehouse operations, key problems and solutions were required to be identified and presented clearly in reports within a sharp limited time. I was trained to be a fast learner who was able to self-motivate to make high quality reports within limited time. Also, the interactions with varieties of customers and colleagues from overseas and mainland greatly helped me to develop the exact communication skills demanded of management trainee.

My experience of being a committee member of the HKPUSU Excursion and Travel Affairs Association (ETAA) trained me to be an innovative good team player with outstanding communication skills who is exactly the kind your company is looking for. ETAA is a recreational society that organizes different types of outdoor activities like hiking, camping, cycling for students of the Hong Kong Polytechnic University. We aimed at adding various elements in the functions to make them more innovative and attractive. The unpredictable accidents happened during the functions greatly enhanced my ability to handle emergencies. Also, the cooperation with other committee members helped me to build the required team building skills.

After you have examined the enclosed resume for details of my qualifications, I would be glad to answer questions. I am really passionate to develop a carder in logistics industry. Working in the global market leader of the international express and logistics industry would be a valuable chance for me to learn more about and make contribution to this industry. Please contact me through 1234-5678 or xxxx@yahoo.com.hk to arrange an interview at your convenience so that we may know how better how well my skills trained from different work experience, extracurricular activities and my character suits the job if required.

I will graduate from the Hong Kong Polytechnic University with BEng (Hons) in Building Services Engineering (BSE) in 2010. During my year at the Polytechnic University, I have acquired some theoretical knowledge of the building services profession.

Last summer, I joined a property management company and worked as summer intern. My duty was assisting the operation of a swimming pool in a club house. I know more about the role of a Building Services Engineer through this summer intern. As a Building Services Engineer, they duties are not restricted design and construction, also include operation arid maintenance the facility. Therefore, a good interpersonal skill is very important for a successful engineer. There are many difference types of people will visit the club house who may speak difference language, Cantonese, Putonghua and English. I had lots of time to practice my communication skill with different people. It was an unforgettable experience.

I have two final year projects: one is design project, another one is research project. These two course project is project-based and last for one year long. For the design project, I am required to design the services (e.g. HVAC, Electrical, Fire, Plumbing and Drainage services) in a project building. This provides me a platform to apply my knowledge that I learn through my university study. My research project is about modeling of room airflow with displacement ventilation using CFD. In this project I have to use CFD software to simulate the airflow pattern and temperature stratification. This project is quite challenging as I have to study software to simulate and analyze the energy performance of different air supply system. In fact, I learn a lot from these projects. I learn how to manage a project logically, achieve different requirement of my supervisors and meet milestone of projects.

My contact number is 1234X-5678. Feel free to contact me if you would like to meet me for an interview. I look forward to hearing from you soon. Thank you for your time and consideration.

In today’s globalized economy, international outlook become a highly desired quality. On top of gaining experience, overseas internship provides me a valuable opportunity to broaden my horizon. For this reason, I am writing to apply for a one year placement at the Reef HQ Aquarium as a Visitor Services Officer in Function & Event this summer.

My two-year study of Hotel Management at the Hong Kong Polytechnic University has acquired me the fundamental to work in the tourism industry. It covers a board area of hospitality subjects including Service Management, Professional Bar & Beverage Management and Foodservices in Special Events & Conventions, while through cooperative projects, my analytical, interpersonal and organization skills were refined, which collectively make me well qualified for the position applied.

My working experience as a front office trainee at the Harbourview consolidated my knowledge and skills learned from school. Apart from having a thorough understanding on the hotel operation, this training also improved my independence as well as getting experienced on interacting with customers. As a receptionist, I have succeeded in providing my guest a memorable time through my sincere and helpful character. While as a subordinate, my manager expressed positive view on my good service attitude and willingness to learn.

Working for Reef HQ Aquarium appeals to me because of my interest in eco-tourism. I plan to further my study in this field and we share the same passion in raising the public awareness on preserving the nature, specifically the Great Barrier Reef. In addition, as your aquarium produces quality reef experience, I can contribute to this with my courtesy. With my fore mentioned qualities, I am confident that my being will be an asset to the company.

For your convenience, I have attached my resume for your review. Although it illustrates my background well, I feel that an interview will better demonstrate my knowledge and ability. Therefore I would appreciate the opportunity to interview with you at a convenience time. Thank you for your time and consideration. I look forwards to hearing from you soon.

I would like to apply for the position of Land Surveying Graduate (job number 16899). I am expected to graduate from The Hong Kong Polytechnic University this fall with a degree of Bachelor of Science (Hons) in Geomatics, under Land Surveying stream. I also hold a degree in Computer Science from Stony Brook University of New York, United States.

Currently, I am working on my Individual Project of “Modeling with Aerial Stereo Images and LiDAR Data in Hong Kong”. This project focuses on studying the advantages and disadvantages of using aerial images, LiDAR data and the combined method for modeling building structure in Hong Kong. This includes using Leica Photogrammetry Suite, Cyclone, Microstation and SketchUp software to build accurate 3D model of buildings located at Kennedy Town.

For Geomatics Project, we developed a comprehensive website for a Running Race in Tai Tam Country Park. The profile of the running route was measured using digital leveling, and the distance of the route was determined by a bicycle distance counter attached at the front wheel.

In last summer, I have worked as a Summer intern in The District Survey Office at Tsuen Wan and Kwai Tsing of Lands Department During these eight weeks of training, I was assigned to Land Boundary Survey Unit to assist in planning, site reconnaissance before survey, establishing horizontal and vertical control network by traversing with total station, data reduction, and drafting site plans.

In summer of 2007, 1 have worked as a Summer Intern in Civil Engineering Office of The Civil Engineering and Development Department. During these eight weeks of training, I was assigned to Port Work Unit to assist in hydrographic survey, included using multibeam echo sounder to create bathymetric chart, and using stereomodel created from aerial photos to monitor the deformation of breakwater of Tuen Mun.

During 2003 to 2007, I have worked as an Assistant Land Surveyor in Land Surveying Services, New York. I was in charged of collecting field data using total station and drafting of cadastral plan using AutoCAD.

I hope the above information can help you in the recruitment process. Thank you for your time and consideration.

I would like to apply for the post of Graduate Engineer (G10) which was advertised in JIJIS.

I believe that I possess the requisite professional skills and personal to make a valuable contribution to your company. As you see from my resume, I will graduate from the Hong Kong Polytechnic University with BEng (Hons) in Building Services Engineering (BSE) in 2010. During my year at the Polytechnic University, I have acquired some theoretical knowledge of the building services profession. I have also had the opportunity to develop my practical skills by engaging in problems-based project I have specialized in the HVAC system design.

Last summer, I joined a property management company and work as summer intern. My duty was assisting the operation of a swimming pool in a club house. I also studied the feasibility of a centralized solar water heating system in the swimming pool. I am eager to further develop my knowledge and skills. And I believe Ove Arup & Partners Hong Kong Ltd would provide a particularly conductive professional environment to realize this aspiration. I believe that my professional knowledge and skilled that I acquired during the course of my studies and past work experience would be particularly relevant to your company’s work.

Enclosed please find my resume for your reference. My contact number is 1234-5678. Feel free to contact me if you would like to meet me for an interview. I look forward to hearing from you soon. Thank you for your time and consideration.

I am writing to apply for a position for your corporation. I am a Local Hong Kong Citizen and have the right to work in Hong Kong.

I was a student in Hong Kong Polytechnic University. I started my first major in 2002-2004 of Social Policy and Administration. I keep enhance my working experience by working in some corporation. I worked in Hong Kong Disneyland as the part of the opening team; supervise the event Hong Kong Shopping Festival kiosk in Hong Kong Tourism Board, working oversea in Peninsula Hotel Chicago as a front Office trainee. I always appreciate by the customer and sometimes award some complement letter to myself. Moreover, I was offer a title of “Assistant Manager” in Hotel Terra in United State, but the financial crisis made me failed to get the working visa.

In academic, I went to further study in Hong Kong Polytechnic University in 2006. I obtained the second major of tourism management in 2009 and awarded the K-Wah Scholarship in 2007, and Traveling Scholarship in 2009.

Before graduate from the first major in 2004, I also worked in many part time position including the HK Star Telecom, Hong Kong Jockey Club, and oversea internship in Shanghai CJ Direct Sale Channel.

Besides, the working experience, I was an experience traveler. I travel to Tibet, China, Thailand, and United State for 14 states, Canada, and Mexico. I believe such travel experience can benefit me to handle customer from different country. I even Travel Scholarship in 2009.

In my working experience, Hong Kong Disneyland, Hong Kong Tourism Board were the big corporation which gave me a good training in customer services, problem solving and management skill. They also give me deeply knowledge about the tourism and hospitality. I found that tourism and hospitality industry is interesting.

I am writing in response to your advertisement in JIJUS inviting application for Summer Student Intern- Global Business Service on 15 March 2010. The enclosed CV will, I believe, show that I have the competence that you require for this post.

My undergraduate study in the Hong Kong Polytechnic University, major in Accountancy and minor in International Business, have provided me with a broaden overview of the actual business environment and equipped me with analytical skills and knowledge on specific field on studies.

Apart from my studies, I have had several job experiences of being a clerk of a trading company, DC Power. My responsibilities covered preparing sales orders, managing deliveries, and collecting payables. As I was the only stuff in Hong Kong other than my boss, I have developed problem-solving skills and work independence.

I have also devoted my leisure time to participate extra-curricular activities. Being a basketball team captain for five years has developed my team work ability, leadership skills, and also persistence in facing challenges. Other than playing sports, I have always been devoting in volunteer work. I joined a voluntary teaching program to GuangXi in May 2009; during the five days experience, communication and interpersonal skill were developed.

I hope I can grip this opportunity and serve your company with my passion, patience, and logical mindset that I have developed throughout my academic career.

Thank you for taking time in reviewing my application. I would be appreciated if I could be arranged an interview so that I can explain myself further. I can be contact at 1234-5678 at any time. I look forward to hearing from you.

I would like to apply for the post of Associate - Assurance advertised in the recruitment talk at The Hong Kong Polytechnic University on 6 October, 2008. I believe my educational background, leadership ability, and active participation in extracurricular activities will enable me to make a valuable contribution to your company.

I will graduate in summer 2009 from The Hong Kong Polytechnic University with a BBA (Hons) in Accountancy. This comprehensive accountancy programme has equipped me with substantial professional knowledge. In addition, I won the second prize in the SCMP/IFPHK Financial Planner Awards 2007, which was an excellent opportunity to apply my knowledge.

I have actively participated in different activities at university, for example, I am a mentor in the Mentorship Programme and I was a sub-committee member of the Social Service Group. In my leisure time, I like to take part in voluntary work with various community organizations, such as the Salvation Army Voluntary Group. This experience has given me a precious chance to exploit and enhance my organization skills and communication power.

I have been a part-time Account Clerk in a logistics firm for the past three years. My manager appreciated my working attitude and efficiency. In my internship programme last summer, I worked as an audit clerk in an accounting firm. I believe that this experience shows I can adapt to new working environments without difficulties.

I would be delighted to do any assessment and meet you in an interview at your convenience. My phone number is 1234-5678. I look forward to the opportunity of answering any question you might have.

I am writing to apply for the post of Graduate Engineer, which was advertised in JobsDB posted on 11 January 2011. I am now studying a BEng in Civil Engineering at The Hong Kong Polytechnic University, graduating in 2011. I have a deep interest in developing my future career in the field of civil engineering and wish to apply what I have learnt to help with the development of your company.

My final year project is entitled the Prediction of Traffic Accident Severity on Hong Kong Island. The objective of this project is to find out the significant factors which will contribute to the traffic accident. In this project, my self-motivation, ability to work independently and assertiveness have been strongly built up. My report writing skills have also been improved.

Last summer, I was a Summer Trainee at the China State Construction Engineering Corporation in Beijing. My duties were to prepare the method statements and help in site inspection. This experience improved my communication skills, ability to work in a team environment and analytical skills. My Mandarin was much improved during my summer internship in Beijing.

During my studies at university, I was the Sports Secretary in the Department of Civil and Structural Engineering Student’s Society. I was the programme leader and the master of ceremonies of the Orientation Camp. I also played an active role in my secondary school as I was the member of the Basketball Team, the Secretary of the House, the committee member of the Student’s Union and the committee member of the 155th Anniversary Carnival. While leading and organizing the activities, I have enhanced my interpersonal skills, ability to work under pressure and ability to lead and supervise subordinates effectively. Participating in these extra-curricular activities has developed my conversance in handling and preparing documents.

Working for Ming Hing Waterworks Engineering Company Limited appeals to me because it has a good reputation in the field. I can contribute to the growth of the company with my ability to work in a team environment and my leadership skills.

I would appreciate it if you could grant me an interview at your convenience. I am available for interview at any time and I will be available for this position in June 2011. My expected salary is $14000. I can be contacted most easily on the mobile phone number (1234-5678) and email address (xxxx@hotmail.com). Thank you very much for your consideration to this application. I look forward to meeting you.

I am very interested in the post of Associate – Audit advertised in the recruitment talk at The Hong Kong Polytechnic University on 11 September, 2008. I believe my educational background, leadership ability, and active participation in extracurricular activities have enabled me to make a valuable contribution to your company.

I will graduate from The Hong Kong Polytechnic University with a BBA (Hons) in Accountancy, the comprehensive accountancy programme has equipped me with the professional knowledge. In 2007, I won the second prize in the SCMP/IFPHK Financial Planner Awards, which was an opportunity to demonstrate my knowledge.

I have actively participated in different activities at university, like participating in the Social Services Group and the Mentorship Programme. Besides, I was a sub-committee member of Social Service Group in the university. In my leisure, I like to take part in voluntary work with various community organizations, such as, the Salvation Army Voluntary Group. This experience has given me a valuable chance to exploit and fulfill my potential.

Currently, I am a part-time Account Clerk in a logistics firm. My boss appreciates my working attitude and efficiency. In my internship programme last summer, I worked as an audit clerk in an accounting firm. I believe that I am able to adapt new working environments without difficulties.

I would be delighted to do any assessment and meet you in an interview at your convenience. My phone number is 1234-5678. I look forward to the opportunity of answering any question you might have.

I am writing to apply for the Management Trainee Programme. With the relevant skills acquired in the university and my great enthusiasms about the famous brand – Swire, I believe I am suitable for your company and I can have a superior development in any Swire Group companies.

I am now a final year student of The Hong Kong Polytechnic University, majoring in Product Analysis with Design (PAD). Though my studying programme is not related to the aspects of business and financial, the essential skills of management were still developed through my academic projects, community competitions and exchange experience.

Since PAD is a kind of design project based study programme, I devoted most of my time into designing area. From my point of view, to make a good design, problem understanding is a key to success as a problem can be solved to certain extent. Through the problem understanding process, I learnt the skills of analysis in an objective way.

Take my final year project as an example, together with my two group mates; what I am now focusing on is an eco-household product design for recycling sink-water. In the whole design process, it requires us to figure out the existing problem and needs in the market. We have to analyze the research in detail so as to design the most suitable product for the targeted users. To my mind, in every single step of designing, it is a must to prove the decisions made previously in order to gain evidence for the design to go on. In this way, my critical thinking skills were then improved.

With the participation of several community competitions, like “2008 Samsung Joint Universities Creative Technology Talents Awards”, my university life became much more interesting and substantial. As all the competitions that I joint are involving the social responsibility and contribution, such as solving the elderly or disabled problems. I understood that being conscientious is essential. Without conscientious, works cannot be done well, not to say winning a competition.

In addition, both competitions and projects are in the nature of group work. As a result, team work is very important for success. To build a team sprit in a group, communication and compromising skills are the basic elements. With a proper communications, it is believed that the whole group can be led to look into the problems without any bias. Besides, appropriate compromising is needed for a project to continue when considering the progress. I am glad that I got many chances to work on projects with my classmates, so that skills of communication and compromising were practiced towards different kinds of people.

Last but not least, in view of my exchange experience in United States, I learnt how to get used to a new environment. The culture, lifestyle and the education system in US were totally different from Hong Kong; every day was new to me. In my opinion, I found enjoyments in the new stuff. I am a person who like changes, as the process of adaptation gives me a sense of success. Thus, the diversity of your company arouses my interest, it is believed that the staff can broaden their horizons and acquire stronger international and global views through everyday challenges.

To conclude, I acquired the valuable skills mentioned above in my university life and these are the basic skills of being a leader as well. I am sure I can work along well in the management group in your company and be able to participate in build team sprit among the whole group. Besides, I believe Swire can give me a sense of belonging.

I would appreciate it if you could give me the opportunity to join the Management Trainee Programme and work for your company.

My interest in the position of Accounting Trainee recently advertised in the South China Morning post, it has prompted me to send my resume to you for consideration.

I have just graduated in the Accountancy programme in The Hong Kong Polytechnic University. After three years studying in university, I would undoubtedly rank this position as my first priority in my future career.

In my time at university, I have actively participated in different societies, like the Business Society, and various activities organized by the school, such as, Mentorship Program. In my leisure time, I like to take part in voluntary work of various community organizations, such as, Caritas - Hong Kong and the Salvation Army Voluntary Group. Currently, I am now a sub-committee member and member of Social Service Group in my university, the experience of which has given me a valuable chance to exploit and fulfill my potential.

The enclosed resume is a good summary of my background and qualification. Thank you in advance for your consideration. I would be very delighted to meet you in a personal interview at your convenience and my phone number is 1234-5678. I look forward to the opportunity of answering my question you might have.

With the valuable experiences gained in internships and competitions, I would like to apply for the Postition of Analyst of Consulting.

I am a final year student from BBA (Hons) in Accounting and Finance at The Hong Kong Polytechnic University. This programme, which places emphasis on practice, prepares me in working in accounting field. During my university studies, I have made three significant improvements in three aspects First, I am able to apply my technical knowledge and theories I learnt in school into practical situations and work in a team. I joined 2007 IFPHK/SCMP Financial Planning Award and HSBC Young Entrepreneur Awards 2007-08. I was the Top 18 winner and Eco-business Innovation Award finalist respectively. Besides, I have strengthened and modified presentation and communication skills in Student Ambassador Scheme. I am confident of delivering presentations and experience sharing, which helps me build a good relationship with clients. Equally important, after working in Inland Revenue Department, I am capable of delivering ideas in a concise and precise way through business writings.

I obtained working experience from my spring intern at Kennic L.H. Lui & Co. Ltd in Year 2. I have gained considerable experience of communication with co-workers and clients in the workplace and using the software such as Excel which avails auditing and computing. These enable me to adapt quickly and work efficiently in a team.

I would be pleased to attend an interview where I can give you further information about my qualifications and experience. I can be contacted on 1234-5678. I look forward to meeting you.

With reference to in the website of JIJIS (dated 6th Jan 2009), I am writing to submit my application for the post of Executive Trainee in Schindler Lifts (Hong Kong) Ltd.

I am presently studying a BSc. (Hons) in Logistics Engineering and Management at the Hong Kong Polytechnic University, graduating in June 2009. Apart from logistics aspects, I have gained exposure to both engineering and management disciplines. This educational background has nurtured me as an all-rounded individual, enabling me to deal with a great diversity of tasks.

In summer 2008, I have developed valuable project management skills as the manager of a Knowledge Management (KM) project in the MTRC. In this project, my responsibilities were to design the project schedule and methodology, gain trust from management and suggest a tailor-made KM roadmap. This KM roadmap was appreciated by MTRC management. Via this work experience, I have been trained to become a versatile worker and critical thinker, who can manage a project within a set time limit.

Moreover, my work experience as a Field Researcher at the Hong Kong Disneyland, where I interviewed guests from different walks of life and nationalities, has improved my interpersonal and communication skills. I believe these skills would offer me an advantage in communicating and collaborating with many of the dynamic groups at work.

Schindler Lifts (Hong Kong) Ltd. appeals to me because your organization have centuries of combined experience in business management, regional specialization and engineering excellence. I hope that I can contribute to the future success of Schindler Lifts (Hong Kong) Ltd. with my analytical and innovative mind.

The enclosed resume provides further details of my work experience, education and personal details. I should be grateful if you could grant me an interview so that I can furnish any further information you require. Thank you for your time and consideration.

In response to the advertisement on your website, I would like to apply for the Graduate Trainee in your esteemed company, one of the leading financial services providers in the Greater China Region.

As a young lady growing up in mainland China, pursuing bachelor degree in Hong Kong and gaining exchange study experience in Europe, the rich experience exposes me to the international environment and enables me to be more flexible and adaptable. Such personalities make me willing and capable to travel for business purpose. As shown in my CV, besides striving for academic success, I participated in various extracurricular activities, during which I had opportunities to interact with people from different backgrounds, for example I had experience to support freshmen as well as lead Taiwan students and university representatives from mainland to participate in some events and visit Hong Kong. During all these experiences, I have developed outstanding interpersonal skills and excellent communication skills. I believe such skills can be a valuable tool to help me achieve my career goals as well as make contribution to your company.

My studies in Financial Services have equipped me with good analytical skills, which can be applied into different business scenarios. My internship in Everbright Securities Co.,LTD in mainland granted me with a deep understanding about Chinese securities market. As an office trainee in Investment Services Department of Pegasus Fund Managers LTD, my knowledge about Hong Kong financial industry was enhanced and I was granted opportunities to meet clients and also learnt how to analyze clients’ current situation and meet their specific requirements by providing tailor-made services. Such experience granted me a comprehensive understanding about both mainland and Hong Kong financial industry; this as well as my strong desire to succeed in financial profession inspires me to pursue a trainee programme in a promising financial company with mainland background, especially in Shenyin Wanguo (H.K.) LTD, which employs client-oriented approach. In addition, my strong interpersonal skills, analytical, creative mind as well as my language advantage in Mandarin would equip me to contribute meaningfully to your company.

I would like the opportunity to have an interview to share more about my abilities and skills I would bring to your company. I can be contacted at 1234-5678. Thank you for your consideration.

I am excited to read from the advertisement that Swire Properties is looking for high-caliber individuals with good communication skills and strong career interest in the property development field. My experience and qualifications match these very closely and I have been seeking an opportunity just like this in which to make full use of my skills.

I have got couples of working experience in the Building Industry over these few years, jobs I have covered include A&A Project, Clerks of Work, Flat-to-Flat Inspection, Blitz UBW Clearance (BUC) and Programmed Repair of Old Post-war BuildingS (PROBS) Conditional Survey for the Buildings Department, where I have been trained to conduct conditional surveys for different buildings and handle different kinds of report writings.

I am confident that I have got the sufficient skills to take up the job, for example: Photo Taking, Report Writing, Communication Skill, Drawing Drafting and Amending.

In additions, I a an active person that I have got couples of experience in extra-curricular activities, I was the President of the 28th Aquatic Club of PolyU Student Society, a platoon group leader in Civil Aid Service (CAS), a member of the PolyU Rowing Team and I was a representative for the Hong Kong Conoe Team. These experiences have broadened my horizon and given me confidence to speak in front of a crowd of people. The importance of teamwork spirit is what I have been imparted with in these few years.

For the language area, I practiced a lot in terms of English and Putonghua in Australia, I was appointed as an exchange student for the department to be sent to The Architecture School, Deakin University, Australia. I have stayed in Geelong, a suburb of Melbourne, where I have been using English solely for more than four months. After that, I have chosen to move to Melbourne for another one and a half month, so that I can live in a house with 8 people coming from mainland, China, where I practiced a lot in speaking Putonghua.

I believe my previous training experience, working experience and social involvement experience can benefit me and enable me to contribute to The Swire Properties.

My resume is attached, thank you very much for your kind consideration. I am looking forward to your favorable reply. It would be an awesome experience for me if I can be given a chance of interview.

With reference to the IAESTE recruitment news, I have applied for this training placement. I am glad to be the nominator after interviewed by the Department of Mechanical Engineering based on my English communication skills, independent ability, and academic performance. I wish to be considered for the position of the Training Placement.

I am studying the Double Degree Programme in Business Administration and Engineering at Hong Kong Polytechnic University, having chosen Mechanical Engineering and Marketing as my specialisms. The programme, which places emphasis on the development of both engineering and business professionals, has enlarged my scope in different areas.

Mechanical Engineering is a professional field. Working experience is preferable when seeking job. Many theories and principles are learned in the university. However, we have spent little time on conducting experiments and studies in the laboratory owing to the tight syllabus and the limited resources of the department. Without practical knowledge, it seems that the scholarship has not been studied throughout. This is my honor to have the occasion to do research with a group of qualified researchers. This would probably enrich my learning and competency.

The most workable training in the university would be in the industrial centre. I have taken two courses, namely Computer Proficiency and Engineering Fundamental, and Appreciation of Manufacturing Processes, in the industrial centre since Year 2. I have learned engineering drawing by hand and by computer in the former course. The softwares are SolidWorks, Rhino and AutoCAD. In the later one, I needed to produce a robot insect in a group. During the manufacturing process, turning, milling, grinding, fitting, sheetmetal fabrication, welding, plating, casting, and plastic injection have been introduced. In spite of the limited knowledge in these areas, I wish these would be useful for the training placement.

I have been to Shanghai and Taiwan before. I have been to London in the last summer as well. This is my first time to go to another country rather than China. All these chance are given by my secondary school and university as the study visit. The duration of the visits was about one week. I had visited the automobile plants in Shanghai and UK. I had also explored to different culture, however, the time is short. I would like to stay in a place where the life style is totally different from Hong Kong. Hong Kong is an energetic city. People walk fast and do not want to waste time. I would love to discover another lifestyle in the other part of the world.

I am not a clever but hardworking person. If I decide to do one thing, I will focus on it and no one can stop me. I seldom give up. My weakness is I am too goal oriented that all things unrelated to or not affect the goal I would not be aware of these. Therefore, I may overlook some important points. I start to enjoy the process of approaching the target. The effortable process can also be appreciated.

I like chatting with people. At the same time, I am also a good listener. My friends always chat with me when they upset. One of the reasons is that I am a positive person. I believe several losses would not ruin our life because opportunities are in everywhere closed to you. If you grip each opportunity, you have no regret even you lose. However, if you miss your chance, then you should well prepare yourself for the coming opportunities.

I appreciate a phone interview at any time convenient to you. I can be contacted on the mobile given above and by email.

I am applying for the position of associate – audit (HK) that was advertised with Hong Kong Polytechnic University Recruitment Talk on 11 September 2008. The position seems to fit very well with my education, experience, and career interests.

Your position requires excellent communication, interpersonal, planning, organization, teamwork arid leadership skills; initiative, self-motivated and committed; proficiency in computer applications. I believe I have above personality and enhance in my education, extra-curricular activities and internship experience in the Inland Revenue Department and Insurance Company. In my experience, I need to cooperate with different kind of people very well. As a post of student mentor, buddy, student representative, mental health ambassador and group leader I always think with other shoe and share my experience and feeling to other people. My enclosed resume provides more details on my qualifications.

My background arid career goals seem to match your job requirements well. I am confident that I can perform the job effectively. Furthermore, I am genuinely interested in the position and in working for Deloitte Touche Tohmatsu. Your firm has an excellent reputation in the employee training, friendly working environment and fast growth in the mainland markets. Many of partners of your firm have come to our university to share their experience in Recruitment Talk which showed respect to our student and emphases on the quality of new staff. During the recruitment talk, I remember one speaker say: ‘One Deloitte, One family’, which is so touch with me. Deloitte Touche Tohmatsu means provide a professional accounting service as a team which comes highly recommended to me to be one of this team, one of this family.

Would you please consider my request for an online career test, group assessment and personal interview to discuss my qualifications and to learn more about this opportunity?

With reference to your advertisement in the Cathay Pacific’s websites, I appreciate this opportunity to apply for the position of Flight Attendant, Hong Kong Base. Enclosed is my resume for your review.

My degree programme at The Hong Kong Polytechnic University is expected to complete in December 2008. As an outgoing person, I have joined the exchange programme in last semester. During the exchange period, I found myself was really enjoy communicating with different nationalities and learning different cultures. Besides, I have participated in various extra-curricular activities during my study and I enjoy working with a team of schoolmates in organizing different events. By organizing various activities, I have learned how to cope with stress and great workload, co-operate with others as well as work independently.

Throughout my career, I continuously setting myself high standards and achieving outstanding results. I have practical working experience in sales and customer services. I am enthusiastic, not afraid of hard work, and eager to meet new customers as truly respond to their needs is full of satisfaction. I am confident that I can utilize my interpersonal skills to meet any challenge.

I would appreciate the opportunity to meet in person to discuss how my experience and education can benefit your organization. I can be reached at 1234-5678 to make arrangement. Thank you for taking time to review my qualification. I look forward to your response.

Having read your training proposal for undergraduate degree programme posted on our department’s website, I am very interested in the industry-based training position for 2009-10 offered by your company. I believe my previous and current study prepares me well for this position.

As a Year Two student of Electronic and Information Engineering at the Hong Kong Polytechnic University, I particularly enjoy subjects related to circuits. In addition to completing 4 subjects in circuits with good results, I fabricated a P-N junction successfully in the clean room and improved my understanding of semiconductor when I studied IC Technology and Processes. To learn more about integrated circuits, I am taking Integrated Analogue and Digital Circuits. Besides, I had some experience in PCB fabrication during industrial center training and I feel quite confident of my soldering skills. I am a serious learner and my weighted GPA is 3.74.

I enjoy working in laboratories with circuits. I find them particularly concrete because their behavior can be fully explained by physical laws. I always make observations with meticulous attention and follow the procedures strictly to ensure the accuracy of data.

Searching on your website, I am amazed at your company’s wide variety of products. My interest in LED products increases when I see such a large collection of LED drivers for portable devices, automobiles, etc. I will definitely enjoy IC evaluation for LED products and developing new products mentioned in your training proposal. My knowledge in relevant subjects, my enthusiasm for integrated circuits, my serious working attitude all make me confident that I will perform well and contribute to your company as a trainee in IC evaluation and development.

I would appreciate an interview at any time convenient to you and I can be reached at 1234-5678 or xxxx@polyu.edu.hk.

In response to the exciting campus recruitment talk in the Hong Kong Polytechnic University, I would like to apply for the Analyst – consulting (HK) in your esteemed company, a part of the world’s largest management consulting firm.

As a young lady growing up in mainland China, pursuing bachelor degree in Hong Kong and gaining exchange study experience in Europe, the rich experience)exposes me to the international environment and enables me to be more flexible and adaptable. As shown in my CV, besides striving for academic success, I participated in various extracurricular activities, through which I had opportunities to further develop my interpersonal skills through interacting with people from different backgrounds. Furthermore, I showed my strong ability to handle multi-tasks at the same time and work under pressure. I am always self-motivated and take the initiative to be more qualified in business profession, for example I will take the CFA level 1 examine in December and I have set a strict study plan for myself.

My internship experience, especially with Pegasus Fund Managers Limited inspired my enthusiasm to work as an independent advisor or consultant to provide case-by-case resolutions. I was granted opportunities to meet clients and also learnt how to analyze clients’ current situation and meet their specific requirements by providing tailor-made services. As a highlight of my experience, I participated in three business competitions, through which I discovered my strong ability in analyzing and solving complex business challenges. In the HSBC Young Entrepreneur Awards, I cooperated with other members and conducted systematic market research and analyzed the potential risks in different hypothesized scenarios. As a result, our creative business plan was selected into the second round competition. All these experiences arouse my avid interest to analyze today’s most complex business challenges and pursuit not only my career but also my life in consulting profession, especially in Deloitte which applies a unique, collaborative approach to serve its clients. I feel my strong interpersonal skills, analytical, creative mind and my language advantage in Mandarin would equip me to contribute meaningfully to Deloitte as an analyst in consulting.

I would like the opportunity to attend the following rounds of selection to share more about my skills I would bring to your company. I can be contacted at 1234-5678. Thank you for your consideration.

I am writing to apply for the position of Company Secretary which advertised through CLP group website on February 2, 2009. I believe that my education and experience are appropriate for this position.

My intention to pursue the company secretarial profession as my life career was clear after I had completed the higher diploma programme in Business and Corporate Administration. Through this programme, I became familiar with the responsibilities and duties as a company secretary. Meanwhile, I was successfully being elected as the Financial Secretary of the Logistic Students’ Society, Student Union in the Hong Kong Polytechnic University. I was responsible for the production of various financial reports and ensure all our activities followed the financial regulation issued by Union Council. It is also essential to keep track on the new regulations. Such experience provided me the practical skills of meeting different requirements and it would be helpful to me in performing future job duties.

I am particularly interested in joining CLP group because your corporation has emphasized on sustainability which demonstrates a good business ethics and contributes to future generation. I believe your company would offer me a chance to fully utilize the knowledge I had acquired. Please find the enclosed CV for your review and I would be grateful for an interview to discuss my abilities and experience with you.

I am writing to apply for the position D/09/1090/1. I am nominated by the IAESTE scheme in The Hong Kong Polytechnic University as the right candidate of this post.

I studied in an EM1 (English Medium of Instruction) high school. I was a science student in high school and I am familiar with Physics and Chemistry. I am a year 2 student studying in the Double Degree (Bachelor of Business Administration and Engineering). I have been receiving training from my University’s Industrial Centre to enhance my practical engineering fundamental skills.

I am familiar with the communications using English since I have been learning English for more than 17 years and I have been using it in both high school and university. My science subjects required me to have experience to do laboratories and help me to gain experience in research and development. My interest is to travel around the world. I have been to Europe, New Zealand, Japan and other countries without travel guides. I had to plan everything needed for travel by myself. These valuable travel experiences develop my independence to live without my family around, train my planning and research skills for information and improve my communications skills with people around the world. I believe my science and engineering backgrounds equip me with the knowledge that I need to cope with the requirements of the position. I looked through the requirements specified in the job to gain understandings of what I need to do. I started to research information for the skills and knowledge that I may need in this placement and tried to learn more to best adapt to the job as soon as I could.

The enclosed curriculum vita outlines my background and education qualifications. Please find attached my personal details for your reference. Thank you for your time and I am looking forward to hearing from you.

I am writing to apply for this position, which was advertised in the South China Morning Post

newspaper on 8 February.

My undergraduate subdegree studies in the Applied Biology and Chemical Technology Department at the Hong Kong Polytechnic University have equipped me with practical skills which should be of benefit to your company. In this course, I have learned the principle and application of different chemical equipments and accumulated a lot of experience about processing different types of experiments. This knowledge and the experience are helpful to deployed on assisting Chemists in conducting analytical work. Some labs need to be process in groups, which taught me valuable interpersonal skills, communication and the importance of working cooperatively to complete tasks.

Apart from my technical skills, I feel that my language skill would make me communicate will other colleges besides who come from foreign.

If offered and interview, I could make myself available at most times. I can be contacted most easily on my mobile number, 1234-5678.

I am writing to apply for the position of associate – audit (HK) advertised at Hong Kong Polytechnic University Recruitment Talk on 11 September 2008. The position can be applied with my education, experience, and career interests.

I have strong interest in the audit and assurance industry. An important component of my degree programme has been the technique of auditing. I had a chance to put this knowledge to use in my projects. My interest in the accounting industry was further enhanced when I was involved in the Inland Revenue Department last summer, where I assisted in screening and processing tax returns. I believe Deloitte Touche Tohmatsu offers me the best setting to acquire the professional knowledge needed for a career in the audit and assurance industry.

As you can see from the enclose resume, I have actively participated in many student and community activities. I had the chance to work closely with people from different sectors for example I have worked with mentally challenged people, and I have shared my experience in PolyU with my mentees and exchange buddies. I have a strong sense of empathy for other people. I am confident that I will work well in a position that demands skilful handling of complex situations.

I hope the experience and education described in my resume are of interest to you, and I would appreciate it if you would consider me for an online career test, group assessment and personal interview to discuss my qualifications.

I am writing to apply for a summer internship in REACTIVA COMUNICACIÓ through

IAESTE. I am a year 2 student studying Electronic and Information Engineering in the Hong

Kong Polytechnic University. It is a valuable opportunity to be a member of your team and

demonstrate the knowledge that I have learnt from university.

My studies in the university equipped me with practical skills. Some of the courses I have taken like computer programming, object-oriented design and programming and integrated project inspired me in the field of programming. The laboratory sessions and the group projects have reinforced my programming skills in practical applications. Also, the Industrial Centre in the university has provided me with the training of graphical design and drawing. I acquired the practical skills of studying graphs and some graphical design softwares, such as Adobe Photoshop, Adobe illustrator and AutoCAD

.

Apart from my academic studies, I have good communication skills, interpersonal skills and teamwork spirit to work in a team in a polite and friendly manner. Also, I can work independently and work under pressure. I am proficient in both spoken and written English. Also, I have learnt some basic Spanish. After visiting your company website and information, I know that your company business is major in graph studying, advertising and publications. I am confident that I can meet your requirement in graphic programming.

I would be grateful if you can accept my application to work in your company and I will do my utmost to accomplish any challenging tasks. I am available from 1 July 2009 to 31 August 2009 for the internship. I can be reach at 1234-5678 or by email to xxxx@hotmail.com.

Thank you for your consideration.

With reference to your advertisement on your website, I am writing to apply for the post of Laboratory Technician.

I am currently finished my final year study in Medical Laboratory Science and going to be registered as a Part II Medical Laboratory Technician, I am also holding a Phlebotomy Techniques Certificate.

One of my core subjects was Clinical Chemistry, which Toxicology was one of the topics included, together with various analytical techniques like immunoassay and spectrophotometry; and I have also obtained decent grades in laboratory practices. Moreover, I have taken a subject called Clinical Laboratory Instrumentation which provided me knowledge of different analytical instruments like HPLC, mass spectrometer and spectrophotometer.

For my clinical attachment, I have been trained in private laboratory and HA hospitals with good comments and grades. Besides granting me exposure and experience in different aspects and environments, the training also granted me the essential knowledge of the daily routine operations of the laboratory. This is definitely an asset to best fit me to this position. Moreover, I have been a Student Usher and Telebet Assistant; a that was a great opportunity for me to participate on team work and improved my language and communication skills.

I enclosed my resume for your kind reference and will be grateful to attend an interview at your convenience. Please feel free to contact me at 1234-5678 / 1234-5677 or email at xxxx@yahoo.com.hk.

Thank you for kind consideration and I look forward to hearing from you soon.

I am writing in response to your recruitment talk conducted in The Hong Kong Polytechnic University, on 30 Nov 2008, inviting applications for the post of engineering trainee. I have read your company profile and perceived the potential for me to develop my career in Swire Properties Limited, mainly because of its pioneered reputation and excellence in property development, management and services.

I am currently a final year Electrical Engineering student who is working on my bachelor degree offered by Department of Electrical Engineering of The Hong Kong Polytechnic University. Last summer, I have done my internship in a local networking enterprise, in which I have gained significant improvement in my soft skills and technical knowledge.

Throughout years of studies, I have been trained to think scientifically and work orderly. As a result, I gain more confidence in myself, accompanied with outstanding academic results and diverse extra-curricular activities records. The above statement can be verified by my qualifications as a recipient of The Hong Kong Polytechnic University Non-Local Students Scholarship, consecutively for two years. Though I am not experienced in building services, I believe with my quick adaptability and analytical mind, nothing is impossible for me to achieve. I understand that what I have learned in my discipline differ greatly from real-time engineering, but I am willing to accept any forthcoming challenges and responsibilities that against my way.

The engineering trainee position suits well for me, and it is my aspiration to work for a company that has your excellent prestige. I would welcome the opportunity to interview with you so that I can further explain my qualifications. My contact number is 1234-5678 and I can be reached at any time. I look forward to hearing from you soon.

Thank you for your kind consideration.

With reference to your advertisement in Ming Pao on 20 May 2009, I am writing to apply for the post of Programme Assistant.

I am a graduate from the Hong Kong Polytechnic University, majoring in Geomatics (Geo-IT stream), Bachelor of Science. I am currently working at an educational organization as a part-time supervisor, whose responsibility is to coordinate and provide administrative supports for academic programmes held in schools. So I am familiar with the working environment in the education institutes.

I am fluent in both English and Chinese, including Putonghua. I have obtained the overall band of 6.5 in the IELTS examination and also passed a Grade II Putonghua course organized by the Polytechnic University. As an IT-related programme graduate, I am also proficient in IT applications including MS Office, word processing and data analysis. In addition, I possess strong interpersonal skills and able to work and communicate with people in any levels.

Enclosed please find my latest curriculum vitae. I would be grateful if you could arrange an interview so that I can further explain my qualifications. I could be reached at anytime via my mobile phone 1234-5678 or email xxxx@netvigator com. I look forward to hearing from you soon.

In response to your career forum on September 11, 2008, I would like to apply for the post of audit trainee of associate 1. The enclosed CV will, I convince, conducted that I have the characteristics and experience that you require for the job.

I will obtain my Bachelor of degree in Accountancy at the Hong Kong Polytechnic University in June 2009 and expect to anticipate in “Early bird program” from HKICPA by May next year. I obtained certificates of the London Chamber of Commerce at level 3 in accounting. The updated knowledge obtained fromthe subjects “auditing and assurance 1 and 2” have enabled me to deal with the auditing and compilation like those core competence works at your company.

With work experience in Inland Revenue Department, Richtrain and frank CPA firm and Dah Sing Bank, I realized how to cooperate with my colleagues as a team. The firm has taught me many valuable skills including how to audit financial statement with the aid of QuickBooks and Excel software and what kinds of tax return submitted by the taxpayers. Taking part in these activities has expanded my ability to work in a team. I am confident that I will be able to perform your future responsibilities.

I have participated actively in extra-curricular activities and I feel that my communication, leadership, analytical skill developed from my voluntary care, mandarin competition arrangement and especially mentorship program.

Taking part in mentorship leading program and helper in Putonghua competition launched and established me with a leadership and interpersonal skill. At the program, I am responsible to guide and lead my mentees with a well explanation to what their academic, social, personal development, etc. This obtained experience has motivated me to be one of your future leaderships.

I felt energetic and enthusiastic by your company’s buddy and employee assistant program mentioned at my school career forum, and especially the statement “One Deloitte, one family”. The only service management consulting which is a leading service among the Big 4 has inspired me to join your company.

I would appreciate to have a chance to meet with you at your convenience to discuss how my skills and experience could be used within your company. I can be contacted at 1234-5678. Thank you for your kind consideration.

I am writing in response to your recruitment talk conducted in The Hong Kong Polytechnic University, on 28 November 2008, inviting applications for the post of Graduate Engineer (Jijis Job Number: G0811871). Astonishment flashed over my mind when I realized that Ove Arup was one of the main designers that built the Beijing National Stadium and Water Cube. Ove Arup has totally demonstrated its strength, ability and commitment to provide best services to its customers through the event. This is the reason why I am eager to join your company.

I am currently a final year Electrical Engineering student who is working on my bachelor degree offered by Department of Electrical Engineering of The Hong Kong Polytechnic University. Throughout years of studies, I have been trained to think scientifically and work orderly. As a result, I gain more confidence as well as satisfaction during the learning process. I understand that what I have learned in my discipline differ greatly from real-time engineering, but I am willing to accept any forthcoming challenges and responsibilities that against my way.

I believe that the combination of my engineering mind and confidence is well-suited to the graduate engineer position you described. I have enclosed a copy of my resume with additional information about my qualifications. My contact number is 1234-5678 and I can be reached at any time. I look forward to hearing from you soon.

Thank you for your kind consideration.

As I begin to launch my new career, I am looking for a company with a reputation for continual growth and achievement. Vadius has grown tremendously and positioned itself as one of the industry’s leaders. Vadius has precisely the spirit and drive that I seek as I near graduation arid begin my career in product testing.

During my three years with the Hong Kong Polytechnic University, I hay had the opportunity to learn the knowledge about product testing and technical analysis in product characteristics. In addition, I have the chance to carry several projects relating to the consumer behavior in particular industries. For example, I am currently holding a project that studying the effects on i-pod by different testing process. By doing the project, I have a better understanding of international standards and requirements for electronic products. My experience in developing product testing and validation processes demonstrates that I have the ability to work independently and strong in analytical thinking.

I have benefited professionally from the experiences arid knowledge gained at the Hong Kong Polytechnic University and am confident I can apply the knowledge effectively on my work. Additionally, I believe that my excellent interpersonal, presentation skills and ability to handle various computer operations would make me an effective staff of your company.

I think you’ll agree I meet and exceed your needs for an assistant Test Engineer. I would appreciate the opportunity to meet with you and can be reach at 1234-5678 to schedule an appointment or for more information. Thank you fro your time and consideration. I look forward to meeting you in the near future.

I would like to apply for 3-year engineering trainee programme at you company which was advertised recently in Hong Kong Polytechnic University.

I am a final year student at Hong Kong Polytechnic University who will graduate with a bachelor degree in mechanical engineering in June 2009. With the experience I have gained in the one-year internship and other summer placements in the field of engineering, I should like to show that my qualifications can be put to work for your company.

During the past three years, The internship as a engineering trainee have made me realize that it is important to be methodical, precise and practical when dealing with engineering project, thoughtful and patient when dealing with the client. Far from being a disadvantage I feel sure that my youth will help me to serve your company with more energy and enthusiasm.

As you can see from the enclosed resume, I have actively participated in extra-curricular activities; from these activities, I have gained valuable experience in working with people and, particularly, in establishing rapport with team members, and have nurtured my critical and creative thinkings in some urgent and adverse situation.

Enclosed please find my resume for your reference. I would be grateful if you would like to meet me for an interview. My contact number is 1234-5678 and I can be reached at any time. I look forward to hearing from you soon.

Thank you very much for your consideration.