

April 21st, 2025

Mr. Dai

Giant Bicycle (Bingjiang Kaiyuan Plaza Branch)

Puyan Residential District Binwen Road No.868 Binjiang Kaiyuan Plaza Block 3 Floor 1 125,  
Binjiang

Hangzhou, Zhejiang, China 312000

Dear Mr. Dai,

I am writing to apply for a 3-day position at your bike shop, which I have discovered through fixing my bike at the shop. As a 14 year student at Hangzhou International School (HIS), I am eager to contribute my enthusiasm for bicycles and willingness to learn to your team. I believe my abilities I have gained from school can help me work more effectively and more productively in the shop.

In my previous visits to the shop, through observing the technicians, the skill and care that is put into every repair or build, no matter if it's my bike or any other bike, inspires me to pursue this chance of working in the shop. While I am still developing my technical skills, I have some basic knowledge about bike mechanics and maintenance that I have learned from my own bike, such as switching out tires, wheels, etc. Furthermore, there have been school projects that require problem-solving skills and attention to detail such as community projects. I believe I can apply my own learning to repair and salesperson techniques under your and other worker's guidance. I am confident that my eagerness in excellence and the passion for bicycles can allow me to contribute meaningfully in your shop.

I welcome a chance to discuss my passion and my willingness to learn and benefit your shop/team. Please feel free to contact me when you are convenient to schedule a meeting. Thank you for considering my application, and I look forward to the possibility of joining your shop.

Sincerely,

A handwritten signature in black ink, appearing to be 'Richard Xu'.

Richard Xu