

3A 9 Huang Qiaoxian, Chloe

18th June 2022

Dear Sir/Madam

Re:Application for the Position of Receptionist

I am writing to apply for the position of receptionist as advertised in the Jobs Daily on 1 June 2022.

I am currently a Secondary 3 student at Kowloon Secondary School. I got good results in English exams and I won an English writing competition at school last year. I believe I am the right candidate for the job as I can speak fluent English. Moreover, I have been a member of the schools' Social Service Club for a year. I have developed good communication skills by working with different charity organizations. I have also developed good speaking skills, which would help me talk with customers as a receptionist. Furthermore, I am a patient, responsible and organized person. I helped to organize a charity sale last year and had to greet visitors to the school. I needed to work with teachers and schoolmates. Students who were helped by me praised me for being nice and kind.

Thank you for considering my application. I am available to attend an interview at any time convenient to you. I look forward to hearing from you soon.

Your faithfully,

Chris Wong

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