

## Sample of An Application Letter

	Flat 12 Lucky Mansion	}	(1)
	300 Hang Fok Road		
	Kowloon		
	1 July, 2016	_____	(2)
Mr. Tong Chu	}	(3)	
The Human Resources Manager			
ABC Company			
7/F XYZ Building			
234 London Road			
Hong Kong			
Dear Mr. Chu,	(4)		
	<u>Application for the Post of Clerk</u>	(5)	
I am writing in response to your advertisement in South China Morning Post on 30.6.2016 inviting			(6)
application for the post of clerk in your accounting department.			
I have completed my secondary school education at XXX Secondary School in May 2007 with six			
passes in the Hong Kong Certificate of Education Examination. I have also completed a training			
course in book-keeping and acquired a certificate in Second Level Book-keeping and Accounts			(7)
issued by the London Chamber of Commerce this year. With interest in the field of commerce,			
especially in accounting work, I would like to pursue my career in this direction.			
I enclose a resume with details of my personal particulars. I should be very grateful if you could			(8)
grant me an interview so that I can explain my qualifications more fully.			
	Yours sincerely,	}	(9)
	Signature		
	(CHAN Tai-man, David)		
<u>Encl. (10)</u>			
1. Resume			
2. Copy of HKCEE certificate			
3. Copy of LCC certificate in Second Level Book-keeping and Accounts			