Name :

Class :

APPLICATION LETTER

Drag the correct part of application letter below

First Paragraph	Enclosure	Address to the responsible officer
Applicant's Address	Content	Address to the responsible officer
Last Paragraph	Date	Name of the responsible officer
Title	Closing	

Flat 1234 Fok Lok Mansion
300 Fok Lok Road (1) [ ]
Kowloon

1 February 2003 (2) [ ]

Mr. David Lee
The Personnel Manager (3) [ ]
ABC Company
GPO Box 1234
Hong Kong

mychocochips.blogsp

Dear Mr Lee, (4) [ ]

Application for the Post of Clerk (5) [ ]

I write in response to your advertisement in South China Morning Post on 31.1.2003 inviting applications for the post of clerk in your accounting department. (6) [ ]

I have completed my secondary school education at Novel Secondary School in May 2000 with six passes in the Hong Kong Certificate of Education Examination. I have also completed an evening course in book-keeping and acquired a certificate in Second Level Book-keeping and Accounts issued by the London Chamber of Commerce. With interest in the field of commerce, especially in accounting work, I would like to pursue my career in this direction. (7) [ ]

I enclose a resume with details of my personal particulars. I should be very grateful if you could grant me an interview so that I can explain my qualifications more fully. (8) [ ]

Yours sincerely,

(9) [ ]

Signature
(CHAN Siu-lin, Jane)

(10) [ ]

Encl.