

Applying For A Job

3B Szeto Chun Yin

Dear Miss Ko,

Re: Application for the post of Shop Assistant

I am writing to apply for the position of Shop Assistant, which was advertised in the Hong Kong Times on 15th October.

I am a Secondary 3 student at Chan Shu Kui Memorial School. I am presently a member of the Social Service Club. My responsibilities include assisting the chairperson in organizing visits to charity organizations. I feel I am suitable for the position because I am good with everyone. I also have strong communication skills and I am fluent in English and Mandarin.

If you are interested in my application, I would be happy to attend an interview at any time that is convenient for you.

Yours sincerely,

Szeto Chun Yin

Teacher's Feedback : Good overall organization. However, you should elaborate a bit more on your job as the chairperson in the club; how you are "good with everyone" in terms of your relationships with other members.
(Miss Chan Mei Ngan)

Food For Thought : Being a teenage worker is usually not encouraged in our society as there are many other options available including vocational training and senior form education, which provide students with more opportunity in their future career. Unless a person who is absolutely sure of what to do, there is no way to let anybody out of school at this age.