

422 Kwai King House
Kwai Tsuen Estate
Kwai Chung NT

3rd May 2000

Miss Gladys Cheung
Thomson Consulting
20/F Eagle Tower
111 Connaught Road Central
Hong Kong

Dear Miss Cheung

I am writing at the recommendation of my supervisor, Dr Denise So, who suggested I contact you concerning job opportunities as an analyst at Thomson Consulting. Please accept this letter and accompanying resume as evidence of my interest in applying for this position with your company.

I am a computer major of the Hong Kong University of Science and Technology, who is about to graduate in June. The degree programme has equipped me with a solid foundation knowledge in computer science. Courses that should be of particular relevance to the present position include computer engineering, operation systems, network administration and database management. I have learnt about the latest technology in these areas, and I have confidence that I can self-learn continuously to keep up with the rapid development in this field.

Other than my studies, I have been earnestly seeking for opportunities to gain understanding of my potential and the world around me. One of these experiences that I treasured was a study tour to Taiwan I made last year, in which I had to compete with 120 candidates to become one of the 40 participants in the tour. We visited the Legislative Council of Taiwan and met the vice president of the Council to understand the issues of their society. We also visited government departments and met the famous economist, Woo Jia Ching. From this tour, I have gained much insight about the Taiwan society. By comparing Taiwan and Hong Kong, I have also come to know more about the place I live in.

After you have the opportunity to review my resume, I hope to have a chance to meet you to discuss further how I might contribute to Thomson Consulting. I can be reached at 9211 1133 or 2457 3421. I look forward to hearing from you.

Yours sincerely

Chan Tai Ming, Jerry

Enclosure.

Comments on sample letter 1

Overall:

- This is a cover letter written at the recommendation of someone known to the prospective employer. The background to the letter is stated clearly and appropriately in the opening. The writer has also given a rather balanced account of both his professional knowledge and other activities. This is a reasonable letter.

To improve:

- The second paragraph, which is about the computing knowledge of the writer, is too general for the situation of writing. The writer has only named a few course titles. It does not justify why his supervisor would like to recommend him in particular for the present position. Apart from this, the intended audience of this letter may also be fairly knowledgeable about technologies. It is more appropriate for the writer to describe his technical capabilities in a more specific way. Here is an example of what could be done:

<p>I am a computer major of the Hong Kong University of Science and Technology, who is about to graduate in June. In my degree programme, I have concentrated on the areas of operating system, computer architecture and networking protocol. I am an expert user of C/C++, and have used the programming language in various projects including the implementation of an operating system and an internet game server. In my final year project, I worked in a team to build an internet telephony application. I believe what I gained from my varied computing experience will enable me to handle different business problems of your clients competently.</p>

- The writer has presented his desire for self-development quite well. He has said clearly what he treasured in the experience. This adds to the factual information that has already been listed in his resume. However, there may be too many details about the trip. He should be more selective and make an effort to relate what he gained from the experience to the position of analyst in a business consultancy.