

Room 305 Man Ying House,
Shun Lee Estate,
Kwun Tong,
Kowloon.

5th June, 2000.

Miss Stella Tang,
New Era Telecommunications Ltd.,
16/F Goodyear Building,
Taikoo Place,
Hong Kong.

Dear Miss Tang,

I would like to apply for the post of Graduate Trainee, advertised at the Careers Center of the University of Science and Technology. I would appreciate it if you would consider me for the vacancy.

As my enclosed resume shows, I will be graduating from the University of Science and Technology with a Bachelor of Engineering degree this summer.

During my studies at HKUST, I have learnt some computer knowledge and the application of this knowledge to solving some problems. In fact, I was a committee member of the house and the Mathematics Society, and a guidance monitress in my secondary school. These were really challenging posts and the experience helped me to develop communication and team skills. As a result, I believe that my qualifications and experience are very relevant for this position. I believe that I can make a valuable contribution to your company.

My background and other technical skills are too extensive to be listed here. I would appreciate the opportunity to meet with you to discuss my credentials at your convenience. I can be reached on 2886 1919. I look forward to hearing from you.

Yours sincerely,

Cheung Yuet Yuet

Encl.: resume and transcripts

Comments on Sample Letter 2

To improve:

- The biggest problem with this letter is it does not have enough substance. Much of this is composed of “standard” sentences taken from sample letters. It does not carry enough specific information about the candidate. The prospective employer will probably find it a waste of time to read a letter like this. The writer has not even specified his/her major subject!
- Some reorganization is necessary. The beginning sentences of Paragraph 3 should be moved forward to Paragraph 2. The writer should specify what computer knowledge he has acquired and what problems he has solved. These points have to be made in full consideration of the position being applied for.
- When mentioning the extra-curricular activities, the writer should focus on what he gained from the experience. It is not enough to state the title of offices he has held.
- The language of this letter needs some revision. The writer has used connectives (i.e. In fact and As a result) wrongly in the third paragraph. The sentence My background and other technical skills ... is a cliché. It is also too arrogant for an application letter.