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34 Des Voeux Road West,  
Hong Kong.

11<sup>th</sup> April, 2000.

Personnel Manager,  
Mendoza Hong Kong Ltd,  
19/F Exchange Square One,  
1 Connaught Road,  
Central.

Dear Sir/Madam,

I am a third year student who is about to graduate with a Bachelor degree in Industrial Engineering and Engineering Management from the University of Science and Technology. I am writing to inquire about possible employment opportunities with Mendoza. I am interested in a position related to international shipping and transportation management.

I have a strong interest in the transportation industry. An important component of my degree programme has been the application of information technology to optimize logistics, supply chain and distribution management. I had a chance to put this knowledge to use in a project that simulates the operation of Dairy Farm. My interest in the industry was further enhanced when I was involved in the practice of engineering management last summer. I worked as an intern in the Hong Kong International Terminal Limited, where I assisted the traffic design for Terminal 9 and developed a berth model simulation. I believe Mendoza offers me the best setting to acquire the professional knowledge needed for a career in the transportation industry.

As you can see from the enclosed resume, I have actively participated in many student and community activities. I treasured most from these experiences the chance to work closely with people from different sectors. I have emerged a confident communicator and a competent teamplayer. I have confidence that I will work well in a position that demands skilful handling of complex situations.

I hope the experience and education described in my resume are of interest to you, and I would appreciate it if you can consider me for any relevant openings in Mendoza. Please contact me at the above address or by phone at 9493 0088. I look forward to hearing from you soon.

Yours faithfully,

Koo Yuet Ching, Lawrence

Encl.: resume and transcript

## Comments on Sample Letter 3

Overall:

- This is a good sample of an unsolicited letter. The writer is interested in working with Mendoza and has taken the initiative to enquire about possible openings in the company. As this letter was not written with a particular position in mind, it is essential that the writer makes clear the kind of position that he is interested in to the reader.
- The writer has given good reasons for his wanting to work in Mendoza. He has not only mentioned his interest in the transportation industry, he has also successfully demonstrated that his interest in the industry is well-grounded.

To improve:

- It may be possible to highlight one or two details from the writer's student and community activities, as a way to support his claim that he has gained a lot from the experience.