

A Solicited Letter Sample from a freshman

1745, Block 10
City One Garden
Shatin N.T.

22nd March 2014

The Human Resources Manager
Hello Company Limited
14/F Ocean Centre
Tsim Sha Tsui
Kowloon

Dear Sir/Madam,

Application for the Post of Marketing Executive

With reference to your advertisement in the South China Morning Post on 17th March 2014 for the above post, I would like to submit my application for your consideration.

I will graduate from Tung Wah College in June 2014 with Bachelor of Business Administration (Hons). As shown in my enclosed résumé, I have great interest in the real business world apart from my academic studies. At University, I served as financial secretary of the Student Union and was responsible for the operation of a bookshop for students. I initiated several promotion programmes which increased the shop's profitability by 20 per cent. The post of Marketing Executive will allow me to use my skills and advantage while bringing enthusiasm and new concepts to the marketing department of your company.

I would very much appreciate it if you could arrange an interview, in which I can discuss my application with you in further details, at your earliest convenience.
Thank you for your time and consideration.

Yours faithfully,

Michael

Wang Ho Kung

Encl.