

## Sample Application Letter 2

March 6, 2019

Mark Chan  
Manager, Personnel Department  
Locke Company Ltd.  
23 Main Road  
Wanchai  
Hong Kong

Dear Mr. Chan,

I was excited when my former colleague, Joe Wong, told me about your opening for administrative assistant in your company. I have been working as administrative assistant for 5 years since graduation. As my company has moved to Macao, I need to look for a new job.

I've worked for several companies before, and I relish the opportunity to work with the team to succeed. In my latest role as administrative assistant at ABC Company, my main duties included web design, scheduling shifts, collating data for my supervisor, and taking up any secretarial duties as assigned by my supervisor.

Attached please find my resume for your consideration and hope to speak with you soon in an interview.

Sincerely,

Ruth Lee

Encl.: Resume