

(英文範本)

<Address>

<Date>

Miss XXX Chan  
Director of XXX Resources  
The XXX Group  
Room 1234, XXX Tower,  
1 Island Road, Hong Kong.

Dear Miss Chan,

Application for the Post of Clinic Assistant (Ref: XXXXXX)

With reference to the advertisement in the Hong Kong Association of Gerontology on 19th January 2013, I am writing to apply for the post of Clinic Assistant.

I have worked at Dr. XXX Clinic for 3 years as a clinic nurse. I was responsible for arranging patient's appointments, blood taking and distributing medicines. I have strong aspiration and commitment to develop my career further in this profession.

I have proven experience in assisting my doctor with his daily operations, good communication skills and capability to work under pressure. I will try my best to bring effectiveness and efficiency to your medical team.

I enclose a resume with details of my employment history and education background for your kind reference. I look forward to having an opportunity for an interview in which I can further present my suitability for this position.

Thank you for your time and consideration.

Yours sincerely,

XXX

Encl.  
Resume