

EJERCICIO 1

APPLYING FOR A JOB

You see the following job advert in "The Financial Times". Write a formal letter applying for the post advertised. Use the appropriate format and include the following information:

- ✓ Why you are writing
- ✓ Where you saw the advertisement
- ✓ Some personal information
- ✓ Your skills and qualifications
- ✓ Any relevant experience you have had
- ✓ Why you are interested in the job
- ✓ When you are available for an interview

Sino - Pacific Consultants

A fast expanding medium-sized firm of Certified Public Accountants invites applications for:

Position: Associate
Service : Audit, Assurance and Business Advisory

- Must have Degree in relevant subject
- At least one year of work experience preferred, candidates with relevant part-time work experience may be considered
- Good communication and writing skills in both English and Chinese, Putonghua an advantage
- Required to work in the PRC occasionally
- Willing to work shifts and beyond office hours

Mail CV and application letter to:

Ms Stacy Chung
Senior Human Resources Officer
Sino-Pacific Consultants
13/F Financial Tower, Quarry Bay
Hong Kong

* The PRC = the People's Republic of China