

Dear Sir/Madam,

Application for the volunteer guides of East Athletics Olympiad

I am writing in response to your recent poster about recruiting the volunteer guides of East Asian Athletics Olympiad. Having learnt five languages over fifteen years, I would like to challenge myself and improve my language level. Therefore, I would like to be the volunteer guide of East Asian Athletics Olympiad as athletes come from different countries.

I have learnt to speak five languages including Mandarin, Japanese, Korean, English and Cantonese since I was nine years old. As this athletics event will be held in East Asia, I think the languages that I know can help a lot. Besides, I was born in Hong Kong, so I am good at speaking Mandarin and Cantonese. Moreover, I passed Japanese Language Proficiency Test level N1 a few years ago. No doubt I have a good language ability.

Apart from my nice language ability, I can also provide first aid in the venue of competition. I had joined that first aid course three years ago and got the first aid certificate. First aid is important for an athletics Olympiad, once some accidents occurred, first aid provides an immediate rescue to the athletes. Furthermore, I am ready to help if anything happens in the venue.

Now I am going to explain how I would benefit from the experience. To begin with, I think I can learn how to be more responsible to others. To be a volunteer guide of East Asian Athletics Olympiad, I should be more careful to try my best in my own work. All my work may affect the competition. In addition, I think I can expand my social network from this volunteer experience. This is an international competition that athletes and volunteers from different countries will come. I can meet new friends all over the world. Last but not the least, being a volunteer guide in East Asian Athletics Olympiad can advance my career by improving job prospects. Being a volunteer in a new environment can help me develop the skills and knowledge I will need in job.

I enclose my resume that details my background and experience and how they relate to the position. I would appreciate if I could be given an interview to discuss further. You can contact me with email. Thank you in advance for your consideration.

Yours faithfully,

Chris Wong