

Dear Sir/Madam,

I am writing in response to the recent poster which is about looking for volunteer of East Asian Athletics Olympiad. I am interested in being a volunteer for the upcoming athletics event in Hong Kong. Having been a volunteer for many years, I believe that I will be the ideal person for this job.

When I was 9, I could read and speak fluent Indian, Korean and Japanese. Since I was 10 years old, I have been actively participating in different kinds of voluntary work such as joining the street flag sale activity, held by the Community Chest of Hong Kong and the reforestation programme held by Kadoorie Farm and Botanic Garden. Furthermore, at the age of 18, I participated in some international sports competitions as voluntary work including Hong Kong Tennis Association and Inter-school swimming competition.

Having devoted much time to volunteering for different people, my effort put into volunteering was recognized by being awarded the Hong Kong Volunteer Award (HKVA) and the HKCV Outstanding Contribution Award by the Agency for Volunteer Service. The awards I got and the experience I have accumulated so far have already proved me to be a dedicated and professional voluntary worker. My experience lets me know how to tackle with emergencies and overcome all the hurdles better when volunteering. Besides, it also makes me become a more considerate and sympathetic person. For instance, when I am making a home visit for elderly, I have to listen to when they say take into account the hardship they are facing. At last, I need to think of some useful solution immediately which can help cope with their difficulties. My experience of becoming a more experienced voluntary worker enhancing my problem-solving skills. Therefore, I am convinced that I am capable of being a volunteer for the upcoming athletics event.

As a skillful volunteer, I certainly understand the importance of experience of being a volunteer. Although I have been recognized by being awarded some prizes, I know that I still have to persist in joining different voluntary activities and keep volunteering for people that need our help. The awards I got not only recognize my effort put into volunteering but also prove that I am a trustworthy and reliable volunteer.

I will definitely gain much precious experience from this event if I am chosen to become the volunteer which can provide assistance when I need to do similar kinds of work in the future.

I enclose my resume that details my background and experience and how they relate to voluntary work that I am going to apply. I would appreciate if I could be given an interview to discuss further. I can be reached at 61691919. Thank you in advance for your consideration.

Yours faithfully,

Chris

Chris Wong