

Class: 3A

Name: Yu Wang Hei

Topic: Applying for the Position of Children's Playgroup Volunteer

Text Type: Letter of Application

30<sup>th</sup> May 2019

Flat 12B, 12/F, Tanner Court

11 King's Road

North Point, Hong Kong

Director

Po Lam Community Centre

105 Wan Hang Road

Tseung Kwan O New Territories

Hong Kong

Dear Sir/Madam

I am writing to apply for the position of Children's Playgroup Volunteer as advertised in the Hong Kong Daily on 10<sup>th</sup> May, 2019.

I am currently a Form 3 student at Po Leung Kuk Ma Kam Ming College. In school, I am the class monitor. I am responsible for helping teachers handle different affairs, such as collecting reply slips or school fees from my classmates. I can work independently. I trust that I will be able to assist in running playgroup activities and ensure they run smoothly with my experience in offering assistance to teachers.

Moreover, I have experience working with young children. I am involved in the Social Service Club in school. We have recently held many volunteer activities. For example, we have visited different orphanages. I played games and sang songs with the children there during the visits. I enjoyed playing with them a lot. This shows I can get along with children and be patient with them. Besides, I am a volunteer at Cloverfield Youth Centre, which is also a non-profit organization, providing services for many children and teenagers. I currently assist in running one of the tutoring groups with children aged 2 to 4. I think that these experiences of working with children will help me with the job of providing assistance to your children's playgroups.

Furthermore, regarding my strengths, I'm able to speak English fluently. I was the champion in the English Choral Speaking Contest. Also, I am the first violinist of the School Orchestra and one of the Choir members. I am good at music. Therefore, I have no problems singing English songs and running English-learning activities for children. I can also give a violin performance.

I believe that my educational background, experiences, and strengths make me a perfect candidate for the position of children's playgroup volunteer. I have also enclosed my CV to this letter for your reference. I hope you can consider my application and look forward to an opportunity to attend an interview. Please do not hesitate to contact me at 9876 1234.

Yours sincerely,

Ariel

Chan Lai Po, Ariel