

## Siena Tsang

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Richmond, BC  
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**Email: [s\\_tsang@shaw.ca](mailto:s_tsang@shaw.ca)**

Dear Sir or Madam;

RE: APPLICATION FOR PART TIME POSITION

Please find enclosed with this letter, my resume in regards to a part time job opportunity that may currently exist in your Company.

I am fast learner, hard working and courteous to customers. I am currently enrolled in McNair Secondary School as a senior student of the Minischool Program. It is an enriched, accelerated academic program for highly motivated students who are devoted to helping within the community, as well as take on new challenges. Through many experiences with leadership and active volunteer commitment, I have learned many valuable social communication skills that I find will be useful and fit for this position. I can speak Cantonese and English fluently and I believe I am a viable candidate for the opportunity to be employed for your company.

Thank you for spending your most precious time in overview of my resume. I am looking forward to hearing from you and your Company. If I am qualified for an interview, I can be contacted through email ([s\\_tsang@shaw.ca](mailto:s_tsang@shaw.ca)), or phone at (778) 688-0391.

Your consideration is once again most kindly appreciated.

Sincerely,

**Siena Tsang**  
Enclosure