

Apply for the position



I am doing a Bachelor of Arts in Hotel and Tourism Management in City College. I graduated from the Tissue Wan Secondary School with good grades in 4 subjects in my HEDGE, including Chinese and English. I have an internship experience at Beautiful Hotel Group from May to July 2012.

Beautiful Hotel Group are the largest hotel chain in Asia. During my internship, I work in accounting, management, guest services and catering. The internship makes me become more responsible and Interpersonal skills. I also had better time management and after the Internship.

In addition, I have learned the Importance of delivering qualitative products and service. I would like to apply for the position of Event Planning Assistant as I am very Interested In the event planning field. I think I meet all the requirements of the post. I have a relevant college degree In City Collage and I am skillful In using computer. I am experienced in Microsoft word, Excel, Access and Powering. When I was a volunteer at Knowledge For Free from May to July 2009, I help the organization with my knowledge on Microsoft Office and Adobe Photos. Besides, I am a good team layer.

I have extra-curricular activities in organizing Committee of Campaign for the Elderly from 2006 to 2008. I work as a project assistant in Knowledge for Free. In terms of communication skills, I am native in Cantonese, fluent in English and Photograph. I believe that I am a suitable candidate for this position based on my educational background, skills and internship. I welcome the opportunity to further discuss my details with you in an interview. Please call 9123 3219 to contact me. I look forward to hearing from you in due course. Yours faithfully Karen Lung