

14/F Tai Yip Mansions  
6 Leighton Road  
Causeway Bay  
Hong Kong

Tel: 2765-6785  
Pager: 113076076

March 5, 1999

Ms. Cheung Wai Fun  
Hong Kong Dragon Airlines Limited  
22/F Devon House, Taikoo Place  
979 King's Road  
Quarry Bay  
Hong Kong

Dear Ms. Cheung,

**Application for the post of Management Trainee**

I am very interested in your Management Trainee Programme, the details of which you placed with the Hong Kong Careers Education and Placement Centre. I believe my educational background in Transport Economics, my leadership skills, and track record of effective management in student affairs would enable me to make a strong contribution to your company.

In addition to having taken subjects directly relevant to your company's operations, I can offer a variety of skills that can be developed to meet your specific needs in the future. In particular, my successful use of Lotus 1-2-3 and dBase software in my research project demonstrates how quickly I can learn new data processing systems. My work as an arbitrator for three years at the Student Counselling Centre is proof of my interpersonal skills. Also, my advanced proficiency in Bahasa Indonesia could be of use in your new cargo service to Lombok.

I am attracted to Dragonair by the reputation of your Management Trainee Programme and by your recent rapid growth, as evidenced by your successful take-over bid for Macau Airways last July in the face of stiff competition from Cathay. I am also impressed by your acquisition of 17 new Airbus A – 300 aircraft and the addition of six new routes into China, which I believe will ensure a promising future for the company well into the next century.

I would greatly appreciate an interview to discuss at greater length the contributions I could make to your team. Please contact me at 2765 –6785 after 6p.m. or page me on 113076076 during the day.

Thank you for taking the time to review my application.

Yours sincerely,

Andy Lau

Enc. resume