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No. xx, Zhongyang Rd.
Zhudong Township
Hsinchu County 310

28 April 2013

To Whom It May Concern,

I'm writing to apply for the position of English teacher at your distinguished senior high school. I believe my education background and relevant work experiences have prepared me well for the position. My resume and relevant documents are attached for your reference.

I graduated with a B.A. degree in English as well as a teacher's certificate from National Central University. I have taught students at various levels of English and found that I could best perform my teaching at the senior high level. I have had abundant experience in class observation and practice teaching, and I aspire to teach at a school well-known for internalization and diversification in teaching, such as yours.

I'd love an opportunity to meet with you and provide more information about my qualifications. I can be reached at 0912345678 or graceinhouse@hotmail.com. Thank you for sparing your time reading this letter. I look forward to hearing from you soon!

Sincerely,

Dear Ms. Lin,

I am writing to apply for the position of Overseas Sales in Qisda. Attached you will find my resume, autobiography, and two references which portray me as suitable candidate.

The key strengths that I can provide as an Overseas Sales include:

- ♦ English Speaking ability: With a Bachelor's degree from the English Department of National Central University expected in the coming June, I am equipped with not only English writing and speaking abilities but am trained to be a well-organized thinker. Please see attachment for additional information on certification of TOEIC and TOEIC Speaking.
- ♦ Marketing related experience: My experience of being Student Manager at our Campus Theater (NCU) has familiarized me with strategic promotional mapping. To promote movies week by week helps me build up a close connection between product and customer, thus prepared me to be service-oriented.
- ♦ Fast-paced working style: I always work with efficiency and I am good at time-management. In addition to the ability to work individually, I also enjoy working collaboratively.

I would like to find out more about Qisda and this position, and moreover, to show you how my abilities can contribute to your company. You can reach me anytime via the phone 0922-XXX-XXX or through e-mail: xxxxxx@hotmail.com. Thank you for your attention and I look forward to hearing from you.

Best wish,

Ambassador Hotel

No. 188, Sec. 2,
Zhonghua Rd., East Dist.
Hsinchu City 300, Taiwan (R.O.C.)

April 27, 2012

To Whom It May Concern,

Ambassador Hotel has maintained a good reputation for many years through their services, so I chose to stay at your hotel for the first time last night. Unfortunately, it was a disappointing experience and customer service was well below my expectation.

I booked for a non-smoking room, yet there was a smell of cigarettes when I checked in at 8 p.m. I called the concierge and was told to wait for ten minutes to see if there were any other vacant non-smoking rooms. After ten minutes, I was informed that I can switch to the other non-smoking room in half an hour after the cleaning process is completed. However, half hour passed, and no one came forth to inform me about changing room. I had to call the concierge again. The officer told me they had just changed shift and she was not notified of this situation. Therefore, I spent another two hours waiting to have my room changed.

I believe there is a reason that you have such good reputation among local hotels, but what I experienced last night was far from standard performance. I hope the management looks into this matter and make all necessary amends.

Yours sincerely

Phone: 0918xxxxx
E-mail: xxxxxxd@hotmail.com
Address: xx-2, No. xx, Ln. xx, Yonghua xSt.
Tainan City 708, Taiwan (R.O.C.)

Market Development Department
Taiwan External Trade Development Council
5-7F., 333 Keelung Rd., Section 1
Taipei 11012, Taiwan (R.O.C.)

April 27, 2013

Dear Sirs,

I am writing to apply for the Trade Promotion Administrator position in your Market Development Department. My resume and relevant documents are attached for your reference. And I am eager to provide my professional capabilities and strong passion to promote the image of Taiwan's products and overseas market.

Pertinent skills and experience for the position include:

- ◆ Language: Major in English and know basic French and German. Able to use dialogic and professional English. Though not an expert in French and German, can pick them up quickly.
- ◆ International Experience: As shown on the resume, plenteous international experience extents my vision and outlook. Enjoy diverse cultures and welcome relocation.
- ◆ Perfectionism: Efficiency and responsibility are top principals. Innovative in every possible case.

I am confident that my experience and enthusiasm for working as a Trade Promotion Administrator would be a profitable addition to your organization.

I'd also like to find out more about the position you are looking to fill, and I would appreciate the opportunity to tell you how my skills and characters can benefit TAITRA. I can be reached anytime at 0918058155 or joanne_and@hotmail.com.

Sincerely,

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English teaching Program
Language Center
National Central University
No. 300, Jhongda Rd.
Jhongli City, Taoyuan County 32001, Taiwan

Dear Sir/Madam

I'm writing this letter to apply for the English teacher position posted on your school bulletin. My resume, certificates, diploma and teaching plan are attached as requested.

I have received professional training in English teaching at the English department of National Central University, and accumulated years of teaching experience in tutoring centers and cram schools. These allow me to create teaching schemes according to different class size, English proficiency level, and Age of students, and I can adjust my teaching content and curriculum to match the needs of students, parents and the institution. I believe I'm a patient and respectful person, and these qualities make me a valuable candidate for this job.

Furthermore, I'm specialized in applying technology in the classroom to draw student's interest and help them learn English as a community through a variety of activities. Combining student's personal interest with their English learning experience will cultivate their motivation for long term self-education and effort investment. More detailed information in this regard can be found in my resume.

If you are interested in my profile, please reach me through my cell phone, 09xxxxxxx, or my email address, xxxxxxx@gmail.com. I am looking forward to sharing my visions with you.

Sincerely,

x

X
886+9120xxxxx6
toatotay@gmail.com

Manager
BNP.PARIBAS
Place Jean Macé
69007 Lyon, France

To Whom It May Concern,

I am writing to request assistance in regard to my previous account (no. xxxxxx) with your bank. I am afraid I have suffered losses due to the irresponsibility and indifference of your staff.

I made an appointment on November 20, 2012 to meet with my bank clerk at the BNP bank in Jean Macé on January 19, 2013 in order to close my account. But when I arrived at the bank at the appointed time, the front desk staff told me that no such appointment had been recorded under my name for my clerk. When I tried to explain the details, she refused to listen, and when I asked to speak with my clerk, she flatly said no. As I was in a hurry to leave for the airport, I had no other choice but to have another clerk, instead of my own clerk, close the bank account for me. I signed a document to make sure I terminated my bank account and my insurance as well. I also instructed the clerk to transfer my balance back to Taiwan after the school and the bank had given me back the refunds.

After returning to Taiwan, I checked constantly to see if the refund had been transferred successfully. On March 3, 2013, I noticed a deduction for insurance payment had been taken out of my account. I immediately wrote a letter on March 5, 2013 to remind the clerk that there might be some mistake and asked her to check it for me. Before receiving any reply from her, I found that she had already transferred the rest of the money in my account to Taiwan without waiting for the refunds from my school and your bank. As the amount of the refunds from my school and your bank were no small sums of money, now it looks like I am going to have to go through a lot of trouble to get the funds back to Taiwan.

There remains the problem of the insurance payment that was taken out of my account after I had already terminated the plan. Could I ask you to look into this matter and return this payment? They should include 150 Euros from my school, and 46 Euros from your bank. I hope this matter could be cleared up before news about this mix-up damages the BNP's popularity among international students. I look forward to receiving your explanation and my refund.

Sincerely,

April 28, 2013

To my neighbors,

I am writing to inform you that you have ruined my daily life with your inappropriate life style since last semester.

My sleeping quality has been incredibly poor because you enjoy gossiping with your roommates late at night. You are so full-mouthed that I can hear every detail of your gossip when I am sleeping. What's more, you make loud noises when you close the bathroom door as if there is no one living next to you. Every time you close the door, I am awakened by the tremendous noise and can hardly fall asleep again.

What have you done besides making noise late at night? It is very kind of you to keep your bathroom clean and dry by sweeping the dirty water to my bathroom floor. Thanks to you, my draining hole is plugged with the hair and dust in your bath water. I fully understand the hardship of picking up the filth in bath water, but I value hygiene as you do. Therefore, I earnest ask you to stop sweeping your grimy bath water to my place.

If you know how serious it is to disturb one's daily life, I am sure you will cease being noisy at night and making your neighbor clean up your mess. Try to step into my shoes, what will you do if you confront this situation? I hope you could make some adjustment. Otherwise, I will have to report this to the dorm supervisor. I look forward to hearing from you shortly.

Yours sincerely,

To Whom It May Concern,

Bobbi Brown has always been my first immediate choice whenever I need to buy cosmetics or any facial care product. Being a loyal customer for nearly five years, I have always been fully content with the service and products provided by Bobbi Brown. Unfortunately, my satisfaction was put to an end on a visit to your counter in Chung-Li Sogo Department Store on April 21st, 2013.

I arrived in high spirit at the Bobbi Brown counter with the intention to purchase a new foundation. The sales representative present offered to help me try on some products and I was happy to accept her friendly suggestion. However, after she applied the first type of foundation for me, she refused to let me try a different kind. Although she kept a hospitable service attitude, the sales representative stood her ground and insisted that it was against company orders to let a customer try on two different foundations. Confused and disappointed as I was, I still purchased the Moisture Rich Foundation SPF15 in the color Natural and left with much dismay.

After I got home, I decided to open my purchase of the day and try it on for myself. To my surprise, though the color on the box was marked Natural, the foundation inside was labeled Beige. Keeping the product inside unopened and unused, the next day, April 22nd, I paid a second visit to the exact same counter and was assisted by the same ardent lady from the previous day. Nonetheless, after explaining my troubles, the sales representative patiently reassured me that your company would never make a mistake as the one I had described and declined my request to exchange for another foundation. Once again, I left the counter discouraged and troubled with the foundation I would not use in the future.

Bobbi Brown has always been a brand I fully rely on and trust whether in terms of service or the quality of your products. I also understand that certain regulations need to be upheld in order to maintain your high standard of service. However, I feel the need to inform you of this recent problem. I am positive that with your consistent attentiveness no similar cases will be brought forth by other customers who love your brand in the future. I look forward to hearing from you.

Yours Sincerely,

Watsons-Dong Hu branch store
104 B1. No. 141, Sec. 2, Minsheng E. Rd.
Neihu Dist.
Taipei City, Taiwan

29, March, 2013

To whom it may concern:

I am writing to report on the disappointing service that I received at Watsons-Donghu branch store.

Two weeks ago I bought a bottle of liquid foundation in your store. Upon returning home, I discovered that the item has already expired. I went back to the shop to exchange for a new one. But the clerk coolly said that the store policy does not allow exchanges once the seals are broken. I tried to reason with the clerk but she gave me a rude stare and walked away without saying a word.

I did not expect this kind of response from the staff of the biggest cosmetic company in Taiwan. I would advise that you examine the quality of your service and the staff training programs to ensure your company's reputation is not on the decline. I look forward to receiving your explanation of these matters. Thank you for your consideration.

Sincerely,

XXXXXXXXXXXXX
xxxxxx@livemail.tw
No. xx, Xinzhuang Ln.
Guangfu Rd., Lugu
Nantou, 55851, Taiwan
April 25th, 2013

Ms. Jamine Shu
Human Recourse Executive
STAY and Sweet Tea Taipei
5F., No.632, Guangfu S. Rd.
Da'an Dist., Taipei, Taiwan, 106

Dear Ms. Hsu,

I am writing to inquire about the potential position of Pastry Commis posted on your official website. Enclosed please find my resume and collection of culinary works. I would be honored if you could grant me an opportunity to present my previous profession-oriented experiences and discuss my candidacy with you at your convenience.

While studying English Literature full-time at National Central University in these last four years, I have already completed a series of preliminary training to prepare myself for a career in the culinary arts. In addition to three technician certificates 來, my work at the pastry department of Taipei Sheraton Hotel since last August may also be suitably applied to the position of a Commis chef. I have acquired skills in professional techniques, staff management, cost control, and customer reception from my work at Sheraton. In order to fully immerse myself in French cooking, I have also served as group leader in an international feast during my stay in France in 2011. My fluency in both English and French played a crucial role throughout this occasion as we explained cooking methods and introduced all dishes to the guests. My Taiwanese recipes especially impressed the local gourmets. With this memorable success, I enjoyed the extreme delight of being a chef.

I'd like to learn more details about the position you are offering and tell you more about my expertise which may benefit your restaurant. I can be reached at 0933-474020 or juddy80620@livemail.tw. Thank you for taking time to read my letter. I hope to hear from you soon.

Sincerely,

2F., No. xx, Ln. xxx, Hongchang St.
Luzhu Township, Taoyuan County 338
April 28, 2013

Chunghwa Telecom Co., Ltd.
Human Resources
E-mail:
Tel:

To Whom It May Concern,

I'm writing to inform you of my dissatisfaction with the service your company provided on April 16 this year.

I had gone into your xxxx location to switch my phone carrier to your company and to purchase a new mobile phone through your special campaign. After everything was done, I was told it would take three days until April 17 because of some administrative procedure. I received a phone call from your company on the morning of April 16 and the clerk told me that my new phone was ready for pick up. I was surprised so I asked the clerk to double-check the information, and she told me there was nothing wrong. I went to your company that same day, excited that I was going to get my new phone one day early. I was disappointed when the clerk told me that it won't be ready until the next day because the procedure hadn't been finished.

This careless error on the part of your staff has caused me a lot of time and the trouble of traveling to your shop time and again that I decided not to make the purchase after all. Still, I'm writing to caution you that your employee training should be improved or else you will only lose more customers. I look forward to hearing your explanation on this matter.

Sincerely,

xxxxxxx
No. xx, Ziqiang Rd.
Taoyuan City
Taoyuan County 330
0921xxxxxxx
xxxxx@gmail.com

Taiwan United QWE

9F-1, No.96, Long-An St.
Taoyuan 33057

April 28 2013

Dear Mr. Lee,

Thank you for your letter of April 26, 2013 that offers me the position as a sales assistant. It is a real honor for me to be approved by your company.

I had been impressed by your work style at our interview and believe that it would be both pleasant and inspiring to work in your team. However, the College of Business of University of XYZ has just approved my application to their graduate program and school will begin in fall. Considering it would be a great opportunity to advance my knowledge and training in the fields of business and management before entering the industry, I cannot help but choose to go back to school for a few years.

It is thrilling to be affirmed by you, but I regret that I cannot join your team at this moment. I hope I will still have the chance to work with you in the future. Thank you very much.

Sincerely,

x

No. xxx, Male Dorm xA
#300, JhongDa Rd., Jhongli City
Taoyuan County 320, Taiwan

April 28, 2013

Four-leaves Clover

#77, Sec.1, Zhongyang Rd., Zhongli City
Taoyuan County 320, Taiwan

To Whom It May Concern,

As a regular patron of your restaurant, I have always enjoyed the perfect taste of rice burger with chicken. Yet, last Tuesday's experience really destroyed my good impression. I am thus writing to complain about the below-standard service provided by your Jhongli location at lunch on Tuesday (April 23, 2013).

At 12:30 pm, my friends and I, as usual, choose your restaurant to have a big meal. We placed our order accordingly and sat down to wait for our order. Nevertheless, 30 minutes passed and there was no food in sight. I had no choice but to ask the clerk what's going on. It turned out that he had missed our order completely. We understood the rush of lunch hour, so we reordered the dishes. Ten minutes later, we got served—but with the wrong order. After so much hassle, I didn't get my favorite meal No.1! In the end, I had to do with the wrong meal and I was late for class because of the mixup.

As frustrated as I am, I still hope you would improve on your services. Your staff should always double-check the orders; they should check on the order of every table so that no one is ignored; if delays are inevitable, your staff should inform the customers about it, and if the customers are in a hurry, takeout orders should be suggested. I would hate to see you lose more loyal customers like me.

I look forward to seeing your improvement.

Sincerely,

Ms. Chen
Human Resources
National Chung-Li High School
No. 115, Sanguang Rd.
Zhongli City, Taoyuan County, Taiwan 320

April 28, 2013

Dear Ms. Chen:

I am writing to apply for the position of English teacher in your excellent school. I am an English major at National Central University now and I expect to graduate in June. At your convenience, I'd appreciate the opportunity to discuss the position and my candidacy with you. You can find my resume attached to this e-mail.

As my resume shows, various tutoring jobs with middle school students have made me proficient in teaching English at different levels and easy to converse with teenagers. My resume also shows my work on other campus activities such as serving as the director of teaching in students clubs. Such experiences not only sharpen my teaching skills, but also my ability to cooperate and get along with people, which I consider the crucial qualities for serving in this position. Furthermore, as we live in an era of information technology where all kinds of knowledge are readily available, the role of the teacher is no longer to implant fixed knowledges in students, but to encourage them to be active learners. With my professional training and devotion to the work of teaching, I am positive that I can use what I have learned to achieve the goal.

I can be reached anytime via my cell phone, 0912xxxxxx. Thank you for your time and consideration. I look forward to hearing from you soon!

Sincerely,

Office of Common Wealth
11F No. 139, Section 2, Nang Jing East Road
Taipei City, 104 Taiwan

April 28, 2013

Dear Sir or Madam:

I am writing to apply for the position of intern reporter as posted on 104 website on April 1. You can find my resume attached to this e-mail, and I would appreciate the opportunity to discuss the position and candidacy with you. I will be graduating from the Chinese Department of National Central University in June this year and I am extremely interested in the position.

As my resume presents, I have participated in related workshops. Serving as the campus reporter and DJ in Pinewave Radio, I have produced many splendid reportage pieces and programs. To enrich my horizon, I have conducted interviews with many people and turned their stories into attractive reports. I also served as tour guide for the English corner on our campus, helping students learn English. When I was junior, I produced a magazine about career development to help students overcome difficulties in planning for their future. In the process, I learned edition teamwork and realized that I am most enthusiastic about journalist work. To upgrade my language ability and increase exposure to different cultures, I went and studied English at Brandon College, San Francisco and made a lot of foreign friends.

You will find that I plan my schedule independently and improve my capability of communication with people of other cultural backgrounds. Being flexible and friendly, I really enjoy interacting with people. I am now getting ready to pursue a master's degree in Communication & Technology from National Jiaotong University. I hope I could combine the practical experience with academic theory to become a competent journalist. I would appreciate the opportunity to learn from Common Wealth. I can be reached at 0932-xxx-xxx or oops79xx@gmail.com

Thank you for your time. I look forward to hearing from you soon.

Sincerely,

Guanghe St. Banqiao Dist.
New Taipei City, Taiwan, 220
02-29xxxxxx
0963-xxx-xxx
betty22272930@hotmail.com
April 28, 2013

To Whom It May Concern,

I am applying for the position of Assistant Product Manager in L'Oréal Paris as posted on the 104 Human Resources Service webpage. As requested, I enclose a complete job application, my resume, and my autobiography.

I believe my good people skills and enthusiasm would be suitable for this position, and my knowledge of foreign cultures and the English language will prove invaluable to L'Oréal Paris. My strengths include:

- Education: I have a B.A. degree in English, speak fluent English, and write all kinds of business letters. I'm also equipped with basic communication skills in French.
- Experience: I have been an office receptionist and an English tutor for about two years. My leadership positions in university's activities have strengthened my capability in organizing and emergency response.
- Personality: I am a friendly, diligent and patient person that I welcome any challenging work in the future.

Please see my resume for additional information on my experience. I can be reached anytime via my cell phone, 0963-xxx-xxx. Thank you for your time and consideration. I would appreciate an opportunity to speak with you in person about this employment opportunity.

Sincerely,

x

No. 7-5, Dadun W. 1st St, Nantun Dist.
Taichung City 408, Taiwan (R.O.C.)

28 April 2013

Dear Mr. Chen,

I am applying for the position of Spring Marketing Intern as posted on the 104 Human Resources Service webpage. At your convenience, I'd appreciate the opportunity to discuss the position and my candidacy with you. Being a fresh graduate from the English Department of National Central University, I believe my double major in English and Business Administration have equipped me with creative insight and innovation that would prove valuable to The FABULABS. You can find my resume and autobiography attached to this email.

I am looking to bring my critical systematical thinking, marketing, management, oral, and interpersonal communication skills to the position of Marketing Intern.

- Education. My B.A. degree in English and certificate from Program in Business Administration provided me with a good command of spoken and written English as well as a clear understanding of the operation of business.
- Experience. At school, the numerous activities I helped put together have not only taught me about abilities in communicating, systematical organizing and leadership, but also helped me realize that the most valuable thing in a product is its branding and marketing. I believe my diverse endeavors have made me well-adapted to competitive environments.
- Personality. I love to take challenges through which I can cultivate my abilities and dedicate them to The FABULABS.
- Skills. My skill in relevant computer skills (Microsoft products, Photoimpact, Adobe Audition, Blogger, Movie maker) will support me on my work.

I'd love to find out more about the position you're looking to fill, and I would welcome the opportunity to tell you how my skills and ideas can benefit The FABULABS. I can be reached through my cell phone, 0911-xxx-xxx or xxxxxxxxx@hotmail.com. Thank for your consideration. I look forward to hearing from you soon!

Sincerely,

x

Dear Interviewer,

Thank you so much for granting me an interview on DATE. I thoroughly enjoyed our discussion and hope we will have many more in the future.

I understand that competition is keen in new hiring at your company. I am just a student who is about to graduate from National Central University, but I have had lots of related experiences and I am more than willing to learn new things and also welcome any challenges. I am optimistic, open-minded, friendly and outgoing. I believe that I am the one for the job. Thank you for spending time reading this letter. I hope we can meet again soon.

Sincerely,

xxxxxxx

0912-xxxxxx

xxxxxxx212@yahoo.com.tw

No. 300, Jhongda Rd., Jhongli City
Taoyuan County, Taiwan
ziyi.z@hotmail.com
(H) +886-4-xxxxxxx
(M) +886-xxxxxxxxx

April 29, 2013

Pro. Dr. Axel Schneider, Head of the Department of East Asian Studies.
CeMEAS Centre for Modern East Asian Studies
Georg-August-Universität Göttingen
Heinrich-Düker-Weg 14
D - 37073 Göttingen

Dear Pro. Axel Schneider:

I am writing to apply for the position of teaching assistant as posted on ATCSL's website. With comprehensive training in TCSL, cross-cultural experiences, fluent English, as well as the ability to speak basic Turkish, I believe I am a strong candidate for the position.

The highlights of my qualification and accomplishments include:

- Wholesome training in TCSL, able to analyze the learners, customize and carry through teaching plans with the most efficient and suitable approach for target students
- Abundant oversea experiences in the USA, Turkey, Armenia, and the Philippines, familiar with the complexities of cross-culture teaching and able to adapt to new environments quickly
- Near-native English proficiency.

Enclosed are my curriculum vitae, Chinese curriculum vitae, and relevant certificates. I would be happy to send you additional materials upon notification. Thank you for your consideration and look forward to hearing from you.

Sincerely,

To Whom It May Concern,

I am writing to apply for the program manager position posted on Google jobs. I am presently doing a double major in English and Information Management at National Central University and expect to graduate in June, 2013. I believe my education background, relevant experiences, strong motivation, and proficient bilingual abilities will help make valuable contributions to your organization.

As a double major student, I have taken courses in two different professional fields, and this background gives me not only two specialized areas of knowledge but also the insight to contribute a human face to technology. The training from information management field familiarized me with coding, system analyzing and process design techniques; the cultivation of English literature, on the other hand, educated me on how to study and understand different cultures, beliefs and customs.x

I have attended a short-term program assisting implementation of ERP system. My job is to help the costumers applying their needs of modifying packaged software suit to the system supplier. Through the process, I learned a good modifying program is to find out what customers do need, portrait their needs to the engineers, and the most important is to make sure the engineers deliver their outcomes on time.

I'd love to find out more about the position you're looking to fill, and I would welcome the opportunity to present how my experiences can benefit both Google and the customers. I can be reached at +886937***** or st-910236@hotmail.com. Thank you for your consideration. I look forward to hearing from you soon!

Sincerely,

April 30, 2013

Dear Sirs,

I am writing to register a complaint about the inconvenience caused by the delay of bus 102 on April 13, and the unsatisfactory service of your staff members.

I have been a loyal passenger of your company for years. On April 13, I was waiting for bus 102 to go home, but the bus was delayed for almost 40 minutes.

Disappointedly, none of your staff came to inform the passengers of the reason for the delay. I had to postpone all my scheduled activities because of this problem and it caused a great deal of inconvenience.

I should appreciate your looking into this matter and install a screen at the bus station showing the arriving time of buses.

Yours sincerely

x

To Whom It May Concern:

I stayed in Room 339 at your hotel for three nights (July 18 to July 21, 2013) and really enjoyed the special Japanese-style tatami, Japanese-style breakfast, the comfortable room service, and your hospitality for a foreign traveler.

On July 21th, when I finished my breakfast and returned my room key to the front desk, the staff introduced your popular tour-package to me simultaneously and tried to convince me to buy it for the rest of my stay in Saporoo. It was indeed an appealing package; however, I have already arranged my schedule and I prefer to stick with it, for my budget was limited. Thus, I politely refused and explained my consideration. What surprised me was the response of the front desk staff. After realizing that I had no interest in her sale about the package tour, she purposely ignored my request. I asked her if I could leave my luggage at your lobby temporarily and I would be back at 2 pm to pick them up, which was a common service provided by all hotels. But she not only refused to answer me, but also left me standing in front of the desk for more than 5 minutes without paying me any attention.

I do not want to trouble you with this small matter, since you are busy and this little disturbance should not waste your time. And I truly appreciated other parts of your inn and I would recommend it to all my friends. However, the attitude of the staff makes me hesitate to do this. I would thus suggest you look into this matter and improve your quality of service before you lose more customers.

Sincerely,

2013/5/4

Dear Professor Lee,

I am a junior student from the department of English. I am writing this letter to ask if you would kindly consider assisting me on my research essay.

I have taken your marketing course in the fall semester of 2012 from which I've learned the importance of marketing and its benefit for business. I myself have opened up a small business on campus with my friends. This experience has widened my interest in the field of management and marketing. To delve into this profound subject, I have come up with a research topic about the relation between the development and expansion of network community with its effect on consumer behavior. Unfortunately, I lack experience in conducting research and writing professional research papers. I desperately need help and guidance from someone who has remarkable specialty in marketing and management.

If you would consider helping me, I promise I will definitely devote myself to this project and follow every instruction from you. I know as a well-established professor, you are always busy not only in teaching but also in conferencing with numerous enterprises. I ask only for a chance to discuss my project and to seek your advice. x

I've attached my resume and self-introduction for your consideration. Thank you for spending time reading this letter. I appreciate your kind consideration about my request. I look forward to your reply. I can be reached at 0930xxxxxx or xxxxxxx@gmail.com. Thank you.

Sincerely,

x