

Name :

Class :

Application Letter

A. Listening Practice.

Direction : Listen to the following application letter then complete the missing words by dragging the correct words.

Lee Jimenez
483 Apple Street
New York, NY 10001
(212) 555-8965
Lee.jones@email.com



September 15, 2019

Sarah Jenkins
Recruiter
Rogers Consulting
901 Main Street
New York, NY 10001
Dear Ms. Jenkins,

I am reaching out to you **1** the posting for the human resources consultant position I found on Indeed.com. I have a great interest in this position and would appreciate your consideration as a candidate for the **2**.

In my **3** experience, I worked in human resources departments to provide support across several different industries. I have worked in my **4** role as a human resources generalist for the past four years. Prior to this job, I worked as a human resources assistant for two years, which shows my ability to advance in my career.

I have a strong passion for helping others, which is why I have found such **5** in human resources, providing support to my **6** employees and assisting them in ways that benefit them both personally and professionally. I also enjoy looking for solutions to common HR problems, which I feel would be a great asset in the position with your company. Since this consultant position works directly with multiple clients, assisting them in their human resources needs, I believe my innovative **7** and strong skill set will help me succeed.

I have strong communication skills, which are vital to success in the HR field. I also have a bachelor's degree in human **8** from Arizona State University. Throughout my education, I worked with skilled human resources professionals who have shared their insights and experience with me. Some of my strongest skills include my ability to increase employee **9** through the improvement of company culture and to develop training and education programs to ensure all employees have access to the information they need to succeed and comply with legal requirements.

I appreciate your time in reviewing this letter and hope to hear from you in regard to the next steps in the **10** process. If you have any questions or need any additional information, please don't hesitate to contact me.

Sincerely,
Lee Jimenez
Lee Jimenez

role

fulfillment

previous

fellow

hiring

current

resources

retention

regarding

nature

B. Reading Comprehension

Task 1

Direction : Match the vocabulary with the correct definition by drawing the line to the correct word.

role	satisfaction
previous	present
fellow	stocks
hiring	maintenance
current	concerning
resources	character
retention	part
regarding	partner
nature	earlier



Task 2

Direction : Read the sentences and answer 'TRUE' if the information can be found in the text, 'FALSE' if the information cannot be found in the text

1. The sender of the letter is Jenkins. **TRUE / FALSE**
2. Lee gets the information about the job from indeed.com. **TRUE / FALSE**
3. Lee has for about two years experiences in human resources. **TRUE/FALSE**
4. Lee has a good skill in communication. **TRUE/FALSE**
5. Lee invites Sarah Jenkins to reach him through phone. **TRUE/FALSE**

Alhamdulillah you have done all the tasks.