

NAME:

By: Helfrida Silalahi, S.Pd, Gr

READ THE LINE AND PUT THE SENTENCES INTO THE CORRECT ORDER TO MAKE THE APPLICATION LETTERS. USE NUMBER 1-10

I am a fresh graduate from Universitas Indonesia majoring Secretary with GPA 3.70. I am excited about the opportunity to work as a part of the company.

Bobby Setiawan
Jl.D.I.Panjaitan no.123
Bandung

My computer skills are very good and I am a hard worker, discipline and able to work in individual or team. I look forward to an opportunity to discuss my potential contribution to team. I can be reached at phone or email.

Mrs Poppy Ardhini
Resources Manager
PT Angkasa Pura
Jalan Gatot Subroto No. 45
Jakarta

Regards,

I wish to apply for secretary position that your company is looking for. I have read your advertisement job vacancy in social media.

Bobby Setiawan.

Dear Mrs Poppy,