

#### **TASK 4**

**Choose a Job Vacancy then complete the Job Application Letter based on your own data!**

Karawang, .....

Subject: Application for Employment

Attention To

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Dear Sir/Madam,

I am writing to apply for the position of ..... which your company has advertised on ..... Through the skills and experiences listed below, I believe to be a strong candidate for this job.

Having professional and academic experience in ....., I am able to .....

I'm a Bachelor of ..... graduate from ..... Indonesia, specialized in .....

I am a fresh graduate. Even though I just graduated, I am able to learn new things quickly, of course with an enthusiasm of working in a field that I love. I am growth minded too.

I hope I meet the expectation to be a candidate for this job. For further questions, please feel free to contact me on ..... Thank you for your time. I look forward to hearing from you soon.

Sincerely,

(Signature)

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