

Rachelle Beaudry
78 Jalan Balai Raya
East Jakarta

16th August 2024

Ms. Dina Siregar.
Directory of Administration, Navara Inc.
27 Jalan Edelweis.
Jakarta

Dear Ms. Siregar,

Your advertisement in March 30 issue of the 'Republika' was attractive because I believe I have the proven skills you are requiring for an administrative assistant.

I am Linda, and I'm 22 years old. I recently completed a three-course Apple Computer System. These specialization skills have proven valuable in my work for the past eight months as an assistant to the chief accountant at Galaxy Building.

Since 'proven skills' are best explained in person I would appreciate an interview with you.

Please phone me in the afternoon between and 5 p.m. at (021) 4733756 to let me know the day and time most convenient for you.

Sincerely,

Rachelle Beaudry

Rachelle Beaudry

TASK 1:

Do this exercise by choosing the best answer!

1. What position is needed?
 - a. Interviewer
 - b. Chief accountant
 - c. Administrative assistant
 - d. Reporter

2. What does the applicant hope after sending the letter?
 - a. She will be interviewed
 - b. She will receive the salary
 - c. She will start training
 - d. She will be a manager

3. ... "proven skills". The word proven has a closest meaning to...
 - a. Internal
 - b. Outcome
 - c. Good
 - d. Acknowledge

TASK 2:

Match the following part of the application letter.

PERSONAL QUALITIES	●	I am writing to express my interest ...
EXPERIENCE	●	I am a motivated individual...
REASON FOR WRITING	●	I have gained valuable experience

TASK 3:

Drag and drop the following headings to the corresponding part of letter!

**ADDRESS
WRITTEN TO**

SALUTATION

SUBSCRIPTION

DATE

**PERSONAL
QUALITIES**

**CLOSING
REMARK**

SENDER'S ADDRESS

EXPERIENCE

REASON FOR WRITING

SIGNATURE

Tech Solutions →
High Street, London

45, Maple Avenue
London

Dear Sir/Madam, →

15th October 2023

I am writing to apply for the position of customer service representative advertised on your website on 12th October. →

I am 28 years old and have over three years of experience working in customer service at a telecommunications company. I have developed strong communication skills and a knack for resolving customer issues efficiently. Additionally, I am proficient in using various customer relationship management (CRM) software. →

I thrive in fast-paced environments and pride myself on being a patient and empathetic listener, which I believe are essential qualities for this role. →

I have attached my CV for your review and would welcome the opportunity to discuss my application further. I am available for an interview at your convenience. →

← Yours sincerely,

← Alex Johnson