

Like a résumé, the letter of application is a sample of your work and an opportunity to demonstrate your skills and personality. If it is written with flair and understanding and prepared with professional care, it is likely to be very effective. While the résumé must be factual, objective, and brief, the letter is your chance to interpret and expand. It should state explicitly how your background relates to the specific job, and it should emphasise your strongest and most relevant characteristics. The letter should demonstrate that you know both yourself and the company.

The letter of application must communicate your ambition and enthusiasm. Yet it must be modest. It should be neither aggressive nor compliant: neither pat yourself on the back nor ask for sympathy. It should never express dissatisfaction with the present or former job or employer. And you should avoid discussing your reasons for leaving your last job.

Finally, it is best that you not broach the subject on salary. Indeed, even if a job advertisement requires that you mention your salary requirements, it is advisable simply to call them "negotiable." However, when you go on an interview, you should be prepared to mention a salary range. For this reason, you should investigate both your field and, if possible, the particular company. You don't want to ask for less than you deserve or more than is reasonable.

(Adapted from by Linda Lee and Erik Gundersen)

Question 14: What is the passage mainly about?

- A. Advice on how to find a good job
- B. Things to avoid during a job interview
- C. Tips for writing an effective letter of application
- D. Differences between a résumé and a letter of application

Question 15: According to paragraph 1, in a letter of application, the applicant tries to

-
- A. persuade the employer to grant him/her an interview
 - B. get further information about the company
 - C. advertise a product to attract more customers
 - D. present what he/she wants from the job

Question 16: The word "it" in paragraph 2 refers to _____.

- A. the letter of application
- B. an opportunity
- C. your work
- D. the résumé

Question 17: The word "explicitly" in paragraph 2 is closest in meaning to _____.

- A. clearly
- B. shortly
- C. slightly
- D. quickly

Question 18: According to the passage, which of the following is TRUE about a letter of application?

- A. It should express the applicant's dissatisfaction with his/her former employer.
- B. It should refer to the applicant's reasons for leaving his/her previous job.
- C. It should be written very briefly, but in a formal style.
- D. It should expand upon the information contained in the applicant's résumé.

Question 19: The word "broach" in paragraph 4 is closest in meaning to _____