Choose the correct answer by crossing (x) a, b, c, d, or e!

The following text is for number 1 to 5

May, 28th 2015

Dear

Personnel Director

PT. Angin Semilir

Jl. Cinta No.2

Jakarta

Dear Personel Director

I am a graduate student in Computer Science at Bina Nusantara University, and I will be awarded an M.S. degree in June 2011. I am currently looking for a position related to Databes/Graphics Pakage Design in the research and development department of a major company.

Before coming to Bina Nusantara University, I designed, supervised, and completed a CAD system. The fuction vector, character and curve generation, windowing, shading, and transportmations.

At Bina Nusantara, my researce work involves Compilation of Relational Queries into Network DML. To enhance my blackground, I have taken some courses in computer graphics and database, and I have experience in and an understanding of the design of database. With this strong blackground, I certainly belive that I am competent to meet challenging tasks and can make a good contribution to your company.

Enclosed is my resume, which indicates in some detail my training and experience. I sincerely hope that my qualifications are of interest to you and that an interview might be arranged at your convienience.

Thank you for your consideration. I look forward to hearing from you soon.

Sincerely yours,

Nanik

1. The writer of the letter is....

a. Nanik

b. PT. Angin Semillir

c. Jl. Cinta No.2

d. Jakarta

e. Personnel Manager

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2. Where did the writer study?

a. Binus

b. UNS

c. UGM

d. UNDIP

e. UI

3. What course was attended by the writer?

a. English

b. Computer graphic

c. Literature

d. Accountancy

e. Communication

4. What kind of text is it?

a. Announcement

b. Application letter

c. Promation letter

d. Apologize letter

e. Offer letter

5. When did the writer receive her M.S?

a. 2010

b. 2011

c. 2012

d. 2013

e. 2014

LIVEWORKSHEETS

The following text is for number 6 to 10

Medan, July 23rd 2017

Mr. Scott Stone

Owner of Stone's Burgers and Grill

Perum Majapahit Baru Kav. 25D, Kebun Arca

Medan

Dear Sir.

With this letter, I would like to apply in your restorant as Head Chef. I get the information from your restaurant and noticed that your restaurant is looking for a new head chef, I am a professional chef with years of experience in numerous restaurants, I consider myself to be fit and proper for the job.

My name is Andi Johan. I am thirty teo years aold. I graduated from Prince Jhon Internasional Culinary School in Birmingham, United Kingdom in 2007. I have worked as chef in several different restaurants, both in the UK and in Indonesia. I specialize in Western cuisine and Mediterranean cuisine as well.

I have bean in position as head chef before and I am excellent at running a kichen and lead a team. Beside of that, I also have the skill to communicate in Bahasa Indonesia, English, French, and a little bit of Italian.

With my education background and my previous experience as chef, I am confident that I am suitable for the head chef position for your restaurant. I have read about your restaurant at a glance and the menu served there are exactly in my specialty.

Herewith the letter, I enclose my resume and some other documents to explain my qualifications in more detail.

I am thrilled if I can join your restaurant and I have such a high hope for that. I am looking forward to hearing from you soon.

Sincerely,

Andi Johan

6. What does the Andi Johan apply based on the next?

a. Professional chef

b. Leader of kitchen

c. Leader in a restaurant

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d. Chef

e. Head chef

7. What is the best ability of the job seeker?

a. Fusion cuisine

b. Indonesian cuisine

c. Traditional cuisine

d. Oriental cuisine

e. Arabian cuisine

8. Which one of the languages is not mastered by job seeker?

a. Indonesai

b. English

c. French

d. Germany

e. Italian

9. What is the similar meaning og 'looking forward'?

a. Waiting

b. Asking

c. Applying

d. Seeking

e. Reading

10. Where did the job seeker know the information of job vacancy?

a. Internet

b. Newspaper

c. Magazine

d. At the restaurant

e. From his friend

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