

Complete the following letter with the correct words from the box.

vacancy

sincerely

an opportunity

requirements

vacant

perform

graduate

internship

graduated

Personnel Manager

malfunctions

under pressure

Sagara Banyu Biru

Jl. Pepaya No. 2

Pontianak

098779900766

May 20, 2021

Mrs. Dewi Utami

(1) _____

Auto Jaya Motors

Jl. Kasuari No. 112

Pontianak

Dear Mrs. Dewi Utami,

I read an advertisement on your company's website that there is a (2) _____ as Motorcycle Mechanic. I would like to apply for the position. I sincerely believe that I meet your (3) _____ in your company for the position.

I am a fresh (4) _____ from Polytechnic Intan Muda Pontianak majoring Automotive Engineering. My (5) _____ at PT Yudis Motor Pontianak afforded me with crucial skills to work with a few of motorcycles. I (6) _____ general repairs on a variety of motorcycles. I also excel at diagnosing system (7) _____ and maintaining optimum parts inventories. I am familiar with proper standard of care in automotive repair and able to learn new procedures quickly. I am analytical, friendly, helpful, and able to work (8) _____ in a team. I am oriented to serve your customers well and increase your business by maintaining high standards for performance and customer satisfaction.

I enclose my curriculum vitae, a photocopy of the latest certificate, identity card, and references. I would welcome (9) _____ for an interview. I look forward to hearing from you Thank you.

(10) _____ Yours.

Sagara Banyu Biru