DAILY TEST FOR TWELVE GRADE
KD 3. 2: APPLICATION LETTER

Text 1

Dear sirs,

With reference to your advertisement in Today's time, I would like to be considered for Marketing Senior Assistant post.

My present position in n an electronic marketing staff where I have special responsibility for home appliances. I also have experiences in other electronic goods, like cameras and smart phones. I have been working as a marketing specialist as soon as I completed my first degree in 2012. My tasks among other are building good relationship with distributors and customers, and providing inputs for the company about pricing policies, marketing strategies, and customer satisfaction.

Hoping to hear from you soon, I enclose my curriculum vitae and recent photograph.

Yours faithfully,

Harry Clarks

1. Why does the sender write the letter?
   A. To apply for a certain position.
   B. To provide inputs for the company.
   C. To give information about his specialty.
   D. To convince the readers about his experience
   E. To inform his capability

2. What does the sender possibly do after sending the letter?
   A. Wait for the response of the recipient.
   B. Call the recipient for the confirmation.
   C. Work as a marketing specialist.
   D. Complete his first degree
   E. Send the second letter

3. "...I enclose my curriculum vitae.." The word "enclose" is in the closest meaning to...
   A. Hedge.
   B. Attach.
   C. Confine.
   D. Encircle
   E. Send

Text 2

Taylor, Inc.
694 Rockstar Lane
Durham, NC 27708

LIVEWORKSHEETS

Dear Human Resources Director:

I just read an article in the New and Observer about Taylor's new computer center just north of Durham. I would like to apply for a position as an entry-level programmer at the center.

I understand that Taylor produces both in-house and customer documentation. I am a fresh graduate of DeVry Institute of Technology in Atlanta with an Associate's Degree in Computer Science. In addition to having taken a Broad Range of courses, I served as a computer consultant at the college's computer center where I helped train computer users on new systems.

I will be happy to meet you at your convenience and discuss how my education and experience match your needs. You can reach me at my home address, at (9191) 233-1552, or at rock@devry.alumni.edu.

Sincerely,
Raymond Krick

4. Why did Mr. Krick write the letter?
   A. To apply for a job.
   B. To ask for some information.
   C. To introduce himself to Taylor.
   D. To explain his educational background.
   E. To get information from th company

5. How does Mr. Krick know the vacancy?
   A. From the radio.
   B. From a colleague.
   C. From a newspaper.
   D. From the television.
   E. From internet

6. What will the Human Resources Director probably do after reading the letter?
   A. Evaluate the salary offered.
   B. Start working at Taylor, Inc.
   C. Promote Mr. Krick to be a manager.
   D. Ask Mr. Krick to come for an interview
   E. Phone the applicant

7. What is the synonym of the word 'fresh'?
   A. Old
   B. New
   C. Urgent
   D. Present
   E. cool

LIVEWORKSHEETS

Text 3
225 New Station Road,
Agra – 7
March 2, 2007
To: The Manager,
Navajivan Trading Co.

Dear Sir, ,
In response to your advertisement in "The Times of India" of today that you are on the lookout for enterprising and capable men who can take up market research for you, I respectfully offer myself as candidate for the post. I give below in brief my qualifications and experience in the line for your kind consideration.
I am a diploma holder in commercial courses from S.D. College of Commerce, Agra, and had taken marketing as my .special subject of study. I have worked as a field investigator with Messrs Kirpal Marketing and Trading Co., Agra for about two years on a salary of Rs. 1 800/-p.m. and had the privilege of winning laurels from my superiors in regard to my work as well as general conduct.
I am a young man of about 24 years and possess good health and personality. I have pleasing manners, hardworking disposition and keenness for outdoor jobs. I am unmarried and can be posted to any area of the country for market study. I can speak, beside Hindi, Punjabi, and English, some southern languages too. I can join immediately.
I shall highly appreciate if an opportunity is given to me to explain my experience to you in person during my interview. Would you kindly let me know the time and date when it will be convenient for you? Thanking you, I am looking forward to hearing from you.
Yours faithfully,
B.K. Bhalla

8. What position does Bhalla apply for?
   A. A candidate of a reporter in 'The Times of India'.
   B. A candidate of a market researcher.
   C. A candidate of a field investigator.
   D. A candidate of a university lecturer.
   E. A candidate of Chief of Departement

9. What will the company most probably do before inviting Bhalla to an interview?
   A. To ask him to hold a press conference.
   B. To admit him directly as a new employee.
   C. To find information from his former employer.
   D. To send back his application letter without notice.
   E. To send the next letter

10. "I give below in brief my qualifications ..." (paragraph 1). The antonym of the phrase "brief" is ...

LIVEWORKSHEETS

A. Long
B. Short
C. Concise
D. Simple
E. normal

Text 4
78 Jalan Balai Raya
East Jakarta
April 2, 2007

Ms. Dina Siregar.
Directory of Administration
Navaro 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,
Linda
Enc.

11. What position is needed?
    A. Receptionist.
    B. Interviewer
    C. Chief accountant.
    D. Reporter
    E. Administrative assistan

12. What doe's the applicant hope after sending the letter?
    A. She will be a" manager.
    B. She will start training.
    C. She will receive the salary.
    D. She will be interviewed.

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E. She will be secretary

13. "... proven skills" (line 5). The word 'proven' has a closest meaning to ...
    A. External
    B. Internal
    C. Outcome
    D. Good
    E. Acknowledged

Text 5

Dini Aminarto
Jalan Elang 89
Tangerang Selatan 19837
October, 30th 2018
PO BOX 1393
JKB 11013

To whom it may concern,

I'm applying for the Project Manager position advertised through Jakarta Post. As shown in the enclosed resume, I have a strong academic background in Chemical Engineer graduated from Universitas Indonesia on 2007.

My current work as Project Management in various multinational company has given me firsthand experience in the challenge associated with the development of a successful Petrochemical Company. In addition, I have excellent managerial and communication skills both in Bahasa Indonesia as well as English.

This background, combined with over ten years of Ethylene Plant Operation as Project Management, has given me a unique perspective that would be particularly valuable in meeting the responsibilities of this position, as described in your position. I am and independent individual who capable to work under pressure.
I would welcome the opportunity to meet with you to discuss my qualifications in more detail and look forward to hearing from you soon. Thank you for your time and consideration.

Sincerely,
Dini Aminarto

14. Who wrote the application letter?
    A. Project Manager
    B. Jakarta Post
    C. Dini Aminarto
    D. Chemical Engineer

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E. Human Resource Departement

15. What is the job position that applicant applied for?
    A. Project Manager
    B. General Manager
    C. Chemical Engineer
    D. Academician
    E. Areal Manager

16. Where did the company advertise the job opening?
    A. Kompas
    B. Jakarta Globe
    C. Tribun
    D. Jakarta Post
    E. Java Post

17. What are the skills that applicant presented on the application letter?
    A. Managerial and communication skills
    B. Accounting and managerial skills
    C. Public speaking and communication skills
    D. Bahasa Indonesia and English
    E. Computer skill

18. How many years the applicant was working as Project Management?
    A. 2 years
    B. 4 years
    C. 8 years
    D. 15 years
    E. 10 years

19. I am and independent individual who capable to work under pressure. The word "capable" has the same meaning to...
    A. Irresponsible
    B. Awkward
    C. Competent
    D. Professional
    E. Important

20. What the applicant has enclosed along with the application letter?
    A. Resume
    B. Biography
    C. Photo

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D. Certificate
E. ID

21. Is there any information when the applicant graduated?
    A. Yes, it's on 2010.
    B. Yes, it's on 2007.
    C. Yes, it's on 2005.
    D. No. I don't.
    E. There is no stated

Text 6

Mr. William Chan
Personal Manager
Wong and Lim Consulting
PO Box 583, Kwai Chung
Kowloon

Dear Mr. Chan,

I am writing to apply for the post of Management Trainee, which was advertised on the Student Affairs Office notice board of the Hongkong Polytechnic University on 1 March 2005.

My working experience at Lucky Star Garment Manufactory Limited improved my leadership skills, communication skills and ability to work in a team environment. I have fluent spoken and written English. I also have fluent spoken and written Mandarin, and can therefore work in mainland China.

Currently I am studying a B.A. in Management at the Hongkong Polytechnic University, graduating in 2005. Subjects which I am studying that are relevant to the post of Management Trainee include Operations Management, Human Resources Management, Accounting, Marketing and strategic Management.

During my studies I have had the post of Executive in management Society. While leading and organizing Management Society. While leading and organizing Management Society activities I have improved my ability to lead and supervise subordinates effectively, ability to work under pressure and ability to work in a team environment.

Working for Wong and Lim Consulting appeals to me because it has a good reputation and it provides excellent training. Your organization produces a high-quality service, and I can contribute to this with my leadership skills and my ability to work under pressure. I am available for interview at any time. I look forward to meeting you.

Yours sincerely,
Wong Wai Man Wilfred
Excl : Resume

22. What is the job title?
    A. Consultant
    B. Operation management
    C. Human resources management

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D. Accounting
E. Management trainee >>>

23. What skills and personnel qualities are required?
    A. Leadership skills, communication skills and ability to work in a team environment >>
    B. Fluent spoken and written Mandari.
    C. Have known about environment
    D. Hard worker.
    E. Willing to work overtime

24. What is the name of the company or organization Wong Wai man Wilfred applying to?
    A. Lucky Star Garment Manufactory Limited
    B. Hong Kong Polytechnic University
    C. Marketing and Strategic Management
    D. Wong and Lim Consultant.
    E. Executive in the Management Society

25. How many languanges does the applicant have ?
    A. Only one
    B. Two
    C. Three
    D. Four
    E. five

LIVEWORKSHEETS