LEMBAR KERJA PESERTA DIDIK (LKPD)
KELAS XII SEMESTER 1 SMA NEGERI 1
KUBU APPLICATION LETTER

NAMA :

KELAS :

A. Put the correct words to the right column!

DATE	SALUTATION	EMPLOYER'S ADDRESS
APPLICANT'S ADDRESS	SENDER'S NAME	COMPANY NAME
SIGNATURE	ADDRESS	CLOSING
JOB EXPERIENCES	EDUCATION	SKILLS DESCRIPTION

Lee Jimenez
483 Apple Street
New York, NY 10001
(212) 555-8965
Lee.jones@email.com

September 15, 2019

Sarah Jenkins
Recruiter
Rogers Consulting
901 Main Street
New York, NY 10001

Dear Ms. Jenkins,

I am reaching out to you regarding the posting for the human resources consultant position I found on Indeed.com. I have a great interest in this position and would appreciate your consideration as a candidate for the role.

In my previous experience, I worked in human resources departments to provide support across several different industries. I have worked in my current role as a human resources generalist for the past four years. Prior to this job, I worked as a human resources assistant for two years, which shows my ability to advance in my career.

I have a strong passion for helping others, which is why I have found such fulfillment in human resources, providing support to my fellow employees and assisting them in ways that benefit them both personally and professionally. I also enjoy looking for solutions to common HR problems, which I feel would be a great asset in the position with your company. Since this consultant position works directly with multiple clients, assisting them in their human resources needs, I believe my innovative nature and strong skill set will help me succeed.

I have strong communication skills, which are vital to success in the HR field. I also have a bachelor's degree in human resources from Arizona State University. Throughout my education, I worked with skilled human resources professionals who have shared their insights and experience with me. Some of my strongest skills include my ability

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to increase employee retention through the improvement of company culture and to develop training and education programs to ensure all employees have access to the information they need to succeed and comply with legal requirements.

I appreciate your time in reviewing this letter and hope to hear from you in regard to the next steps in the hiring process. If you have any questions or need any additional information, please don't hesitate to contact me.

Sincerely,

Lee Jimenez

B. Choose the best answer!

1. What is the job applied by the applicant?
   a. Manager
   b. Mechanic
   c. TechniciaManager
   d. Human Resources Consultant
   e. Human Resources Department
2. Here are the skills the applicant has, **except** ...
   a. Strong communication
   b. Enjoy looking for solutions
   c. Develop training and education programs
   d. Increase employee retention
   e. Under pressure working
3. I appreciate your time in reviewing this letter and hope to hear from you in regard to the next steps in the hiring process.
   It is mean that the applicant...
   a. are looking forward for the next information
   b. will be received soon after finishing the interview
   c. has worked as Human Resources Department
   d. has moved to his/her new job position
   e. will apply for other job position
4. "...to ensure all employees have access to the information they need to succeed and comply with legal requirements." (Paragraph 4)
   The word „they" refers to ...
   a. company
   b. information
   c. employees
   d. requirements
   e. education
5. "I also enjoy looking for solutions to common HR problems, which I feel would be a great asset in the position with your company." (P3)
   The word „company" can be replaced by ...
   a. office
   b. firm
   c. house
   d. shop
   e. room

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