Name :
Class :
Daily Exam : Application Letter

John Donaldson
8 Sue Circle
Smithtown, CA 08067
909-555-5555
john.donaldson@gmail.com

Date

George Gilhooley
XYZ Company
87 Delaware Road
Hatfield, CA 08065

Dear Mr. Gilhooley,

I am writing to apply for the programmer position advertised in the *Times Union*. As requested, I am enclosing a completed job application, my certification, my resume, and three references.

The opportunity presented in this listing is very interesting, and I believe that my strong technical experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:

- I have successfully designed, developed, and supported live use applications
- I strive for continued excellence
- I provide exceptional contributions to customer service for all customers

With a BS degree in Computer Programming, I have a full understanding of the full lifecycle of a software development project. I also have experience in learning and excelling at new technologies as needed.

Please see my resume for additional information on my experience.

I can be reached anytime via email at john.donaldson@gmail.com or my cell phone, 909-555-5555.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

John Donaldson

Source: https://www.thebalance.com/job-application-letter-sample-2062548

1. The following phrase, Dear Mr. Gilhooley, from the passage above functions as a….

   A. salutation
   B. introduction
   C. body
   D. closing
   E. signature

LIVEWORKSHEETS

2. The applicant possesses some strengths for success in the position he applied for, except….

A. To strive for continued excellence
B. To provide incredible contributions
C. To have successfully developed and designed live use applications
D. To have successfully designed and supported live use applications
E. To have successfully developed and made live use applications"

Kompleks Persada
20 Kiara Condong
Bandung

19 June

Nurdian Sambodo
Personnel Director
PT Batara Wisesa
16 Permata St.
Bandung

Dear Sir,

I am writing to apply for the position of Business Counsellor, which was advertised in City Public Post on 17 June 2015. I have worked as a marketing consultant at PT Manunggal Bawana in West Jakarta for three years.

I have a certificate from ACDP for having been their counsellor. I have also completed my master's degree with honors. At Paramita University. I am confident that my qualifications and skills are relevant to making a significant contribution to your organization.

I enclose a resume with details of my personal information. I should be very grateful if you could grant me an interview so that I can explain further my qualifications.

Yours faithfully,

Titis Wicaksono

3. Who is the letter addressed to?
A. ACDP.
B. City Public Post.
C. Paramitha University.
D. HR direction of PT Batara Wisesa.
E. The staff of PT Manunggal Bawana

LIVEWORKSHEETS

4. For what position is in applicant applying?
   A. Businessman.
   B. Personnel Direction.
   C. Business Consultant.
   D. Management trainee.
   E. Management consultant.

5. "…if you could grant me an interview…"(paragraph 3)
   The underlined word is closest in meaning to, except…
   A. Give.
   B. Allow.
   C. Accept.
   D. Permit.
   E. refuse.

Dear dr.Novy Indiana,
I am applying for the position of medical doctor at Crown Medical Clinic. I am a pediatrician with five years experience working in a George Medical Clinic in Manly. In my current position, I see numerous patients each day, evaluate their symptoms, and provide diagnoses and treatments. I am a strong communicator so I provide patients with information regarding their health.
I believe that my skill, qualifications, and past working experience are relevant to your requirements. Please contact me for further discussion. Thank you for your consideration.
I look forward to hearing from you.
Sincerely,
dr.Laura Tan

6. To whom is the letter addressed to?
   A. Laura Tan.
   B. dr.Novy Indiana.
   C. A medical doctor.
   D. George Medical Clinic.
   E. Almeerah Medical Clinic.

7. What position does the writer apply for?
   A. A health consultant.
   B. A clinic manager.
   C. A communicator.
   D. A Chemist.
   E. A doctor.

8. Where did the writer work before?
   A. In a maternity hospital.
   B. In a public hospital.
   C. At George's house.
   D. In a medical clinic.

LIVEWORKSHEETS

E. In a drugstore.

9. "In my current position…"
   What does the underlined word closely mean?
   A. Frequent.
   B. Previous.
   C. Present.
   D. Future.
   E. Expert.

Application for Exchange Program for Kobe Design University

Greeting from Kobe University

Now, Kobe Design University is accepting applications for the exchange program (incoming) for the year of 2020. It has a both 6 months program and 1 year program. We strongly recommend students to take part in the 1 year program for their study. The academic starts from April 2020.

Please note that the number of students you can nominate is only one student from ITB based on student exchange agreement.

Required documents for the application are as follows:

1. Application form.
2. Certificate of Enrollment
3. An official transcript
4. 4cm x 3cm size of photos
5. CV
6. Study plan
7. A copy of passport
8. A certificate of Japanese language skill
9. Portfolio

Deadline by 24 June 2020

(www.international.itb.ac.id)

10. We strongly recommend students to take part ….

The underlined word means ….

A. Insist
B. Force
C. Advise
D. Command
E. Order

LIVEWORKSHEETS