Latihan Pemahaman teks Application Letter

Sebelum mengerjakan latihan, ada baiknya kita ingat kembali tentang apa saja yang ada dalam sebuah teks application letter.

Informasi dalam surat lamaran kerja :

- The heading, which includes your name and contact information.
- A greeting, addressed to a specific person, if possible.
- The introduction, which should include why the applicant is writing.
- The body, which discusses your relevant qualifications.
- The close, which thanks the reader and provides contact information and follow-up details.

Berbekal apa yang sudah kita pelajari, tiba saatnya kita melatih kemampuan kita dengan menjawab beberapa soal berikut.

Please answer the questions based on the text given.



WALK-IN INTERVIEW
PT. MANDIRI JAYA INDO

PT. Mandiri Jaya Indo, a reputed financing company,
looking for a qualified full time workers to fill the following position:

Marketing Manager (MM)

Requirements:

- Bachelor degree
- Active and passive English
- Good in communication
- Team player
- Computer literate
- 2 years of experience (minimum)

Bring your CV for the interested candidate at walk-in interview at:

Monday, November 16, 2015 at 8 a.m.
Place: PT. Mandiri Jaya Indo, Jl. Sudirman 56, Surabaya.

1. The characteristics of Job Vacancy is the following, except :
   A. Using short sentence;

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B. Giving detail information
C. Using colourful image
D. Using simple language
E. Using understandable language

2. Which is the incorrect statement
   A. The applicant must be able to operate computer
   B. The applicant must be able communicate using English
   C. The applicant should be fresh graduate.
   D. The applicant msut bring CV as walk in interview
   E. The company's profile is about financing.

3. The word of requiremnets has closest meaning to …
   A. Academic degree
   B. Applicant's experiences
   C. Company's profiles
   D. Applicant's qualifications
   E. Skills

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Joseph Q. Applicant
123 Main Street, Anytown, CA 12345 · 555-212-1234 ·
josephq@email.com

July 20, 2020

Jane Smith
Director, Human Resources
Fit Living
123 Business Rd.
Business City, CA 54321

Dear Ms. Smith,
I'm writing to apply for the position of Social Media Manager for Fit Living, as advertised on your website careers page. I have three years of experience as a Social Media Assistant for Young Living, and I believe I am ready to move up to the manager position.
In your job posting, you mention that you want to hire a Social Media Manager who understands Internet and social media trends. During my time at Young Living, I was given the responsibility of increasing follower numbers on Instagram. I explained to my manager that I would be happy to do so, and that I would also work hard to increase follower participation, because engagement has become an important metric.
Within six months, I increased our followers by over 50% and increased engagement by 400%. I'm very proud of that accomplishment. Currently, I'm working to build a following with the best influencers in our niche.
When I saw the job opening, I knew it was the perfect opportunity to offer you both my social media marketing skills and people skills. I've included my resume so you can learn more about my educational background and all of my work experience. Thank you for your time and consideration.
Please feel free to email me atjosephq@email.com or call my cell phone at 555-555-5555. I hope to hear from you soon.
Sincerely,

Joseph Q. Applicant (signature hard copy letter)

Joseph Q. Applicant

4. How can the applicant get information about job vacancy? He may get from…
   A. Television
   B. Newspaper
   C. Magazine
   D. Social Media
   E. Website

5. What qualification does the company search most?
   A. Person who is able to operate computer
   B. Person who understand the millennial things.
   C. Person who is expert in using internet

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D. Person who is good at internet and social media

E. Person who can able to become a trend setter for social media

6. Based on the text above, the following statement is correct related to the applicant characters.

A. The applicant looks so ambitious

B. The applicant is so ignorant with society.

C. The applicant has strong confindence.

D. The applicant is impolite

E. The applicant has shown responsibility.

7. The biggest factor that could motivate the applicant to try this job position is…

A. He has the experience

B. He has good academic background supporting his job

C. He has a strong connection with this company enevironment.

D. He has good achiement related to the same field the company seraches for.

E. He knows what to do in his job better.

8. I increased our followers by over 50%.... the word of increase has the same meaning with …

A. making different

B. making stronger

C. making smaller

D. making bigger in numbers

E. making double in numbers

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