IPK: 4.2.2.1

APPLICATION LETTER

GRADE: XII

NAME:

By: Helfrida Silalahi,S.Pd,Gr

READ THE LINE AND PUT THE SENTENCES INTO THE CORRECT ORDER TO MAKE THE APPLICATION LETTERS. USE NUMBER 1-10

I am a fresh graduate from Universitas Indonesia majoring Secretary with GPA 3.70. I am excited about the oppurtunity to work as a part of the company.
Bobby Setiawan Jl.D.I.Panjaitan no.123 Bandung
My computer skills are very good and I am a hard worker, discipline and able to work in individual or team. I look forward to an oppprtunity to discuss my potential contribution to team. I can be reached at phone or email.
Mrs Poppy Ardhini Resources Manager PT Angkasa Pura Jalan Gatot Subroto No. 45 Jakarta
Regards,
I wish to apply for secretary position that your company is looking for. I have read your advertisement job vacancy in social media.
Bobby Setiawan.
Dear Mrs Poppy,

LIVEWORKSHEETS