

APPLICATION LETTER WORKSHEET

STUDENT'S NAME	
CLASS/PROGRAM	

A. VOCABULARY RELATED TO APPLICATION LETTER

Match the English words on the left with the Indonesian equivalents on the right. Use arrow (→) to match the words.

A	B
Requirement	Termuat di koran
Qualification	Terlampir
Enclosed	Jenis keterampilan/kerpribadian/ pengalaman yang membuat seseorang cocok untuk suatu pekerjaan tertentu
Colleagues	Agar/supaya
To appear	Persyaratan
Resume	Rekan sejawat/kerja
Consideration	Pertimbangan
Be suited	Cocok untuk
In order to	Daftar Riwayat hidup

B. PRONUNCIATION PRACTICE

Pronounce the following words correctly.

To appear	
Be enclosed	
Qualification	
In order to	
Requirement	
Colleagues	
Consideration	
Be suited	
Resume	

C. Vocabulary Practice

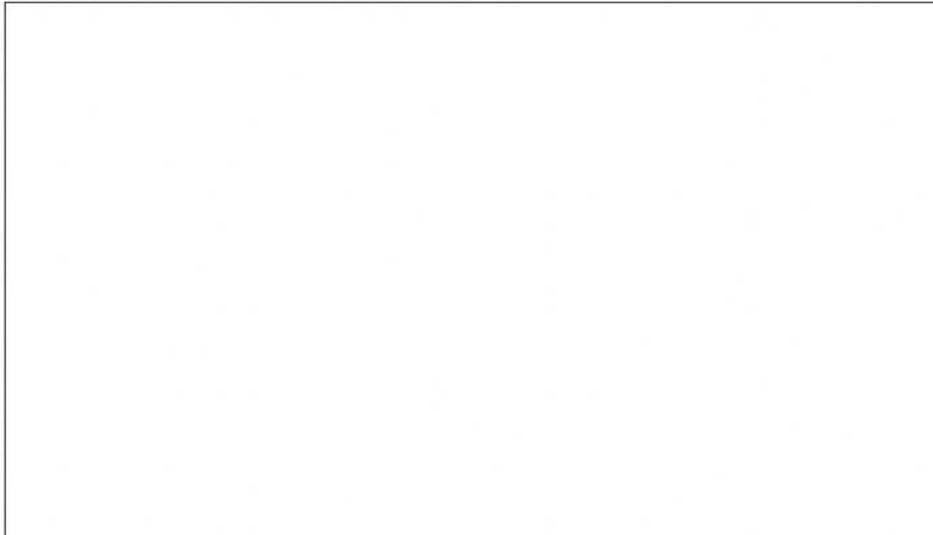
As you already know the meaning of the (new) words in vocabulary builder, now use the following words to fill in the blanks. Consider the context of the sentences in choosing the right words.

be suited	consideration	appear
requirement	qualification	in order to
attached to	resume/CV	colleague

1. Siti still cannot hide her happiness because her investigation report about high school students' eating habit _____ on a regional newspaper yesterday.
2. Butet frequently initiates speaking in English with her classmates because one of the _____ appearing in job vacancy advertisements in the Internet and newspapers require English fluency.
3. Students of XII E class made a class pledge stating their commitment to stop bullying _____ create positive classroom atmosphere for every class member.
4. I support Eva Tuarita to be the new head of our student association because she possesses all the _____ to be a good leader for us.
5. Ratu Tita has written a letter addressed to the principal of our school asking permission not to attend classes for 2 days because she and I will join an English speech competition. _____ the letter is our completed application letter to join the event, which is also signed by our English teacher.
6. As good _____, our teachers visited our English teacher who has been sick for a week. Some of us also went there together bringing her favorite fruit.
7. Maya's calm personality is really _____ for her role as one of the school mediators that help conflicting students to achieve conflict resolution.
8. Fighting? Never. Although Bejo is a great master in martial arts, he never takes fighting into his _____ in dealing with problems.
9. Don't forget to attach your _____ in your application letter and don't forget to include all of the certificates of trainings you have attended.

D. WATCHING VIDEO

Watch the video and answer the questions.



1. What is an application letter?

2. What is the purpose of someone writing the application letter?

3. What are the structures of an application letter?

4. Is an application letter formal or informal? Why?

5. What are the differences between application letter and other forms of letter?

E. ANALYZING THE STRUCTURE OF APPLICATION LETTER

Analyze the structure of the following application letter.

Elizabeth Johnson
12 Jones Street
Portland, Maine 04101
555-555-5555
elizabethjohnson@emailaddress.com

August 11, 2020

Mark Smith
Human Resources Manager
Veggies to Go
238 Main Street
Portland, Maine 04101

Dear Mr. Smith,

I was so excited when my former coworker, Jay Lopez, told me about your opening for an administrative assistant in your Portland offices. A long-time Veggies to Go customer and an experienced admin, I would love to help the company achieve its mission of making healthy produce as available as takeout.

I've worked for small companies for my entire career, and I relish the opportunity to wear many hats and work with the team to succeed. In my latest role as an administrative assistant at Beauty Corp, I saved my employer thousands of dollars in temp workers by implementing a self-scheduling system for the customer service reps that cut down on canceled shifts. I also learned web design, time sheet coding, and perfected my Excel skills.

I've attached my resume for your consideration and hope to speak with you soon about your needs for the role.

Best Regards,

Elizabeth Johnson

F. REFLECTION

Write your feelings about the lesson in the blank spaces below.