Anjatan Baru
November, 30th 2020

Head of Kelapa Manis Company
PO BOX 1393
JKB 11013

I'm applying for the Front Office position as advertised through Radar Indramayu. And I enclosed my resume which describes my academic background in International Communication graduated from Anjatan University.

My current work as sales in national food company has given me a great experience. In addition, I have excellent communication skills.

I would welcome the opportunity to meet with you to discuss my qualifications in more detail and look forward to hearing from you soon. Thank you for your time and consideration.

Sincerely,
Buijo Pakuningratan

1. What is the writer's intention in writing the letter?
   A. to apply for a job
   B. to explain her working experience
   C. to give her strong personal points
   D. to offer a job
   E. to give news to the manager
2. My <u>current</u> work as sales in national food company has given me a great experience. The underlined word has similar meaning with…
   A. Previous
   B. Next
   C. Present
   D. Past
   E. Future
3. What position is being applied?
   A. Front office
   B. Back office
   C. Middle office
   D. Office girl
   E. Office boy
4. Based on paragraph 2, we can conclude that the writer...
   A. is good at computer work
   B. is a hard worker
   C. is a fresh graduate
   D. can work under high pressure
   E. has good communication skills
5. What letter is it?
   A. A personal letter.
   B. An inquiry letter.
   C. A complaint letter.
   D. A resignation letter.
   E. An application letter.