APLICATION LETTER



Ester Magdalena, SE
JL. Danau Tondano VI no. 55
Depok Timur, Kota Depok
(021) 7714453, 087882910199
alena_therez_imoette@yahoo.com

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Depok, October 5th 2010

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To:
HRD
PT. Bank Ekonomi Raharja, Tbk.

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Dear Sir or Madam,

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I am really interested and motivated to apply for the **Central Back Office (CBO)** position you informed. It is an honour to be part of Bank Ekonomi' staff.

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My name is Ester Magdalena, 22 years old and single, an S1 degree from Gunadarma University, majoring in Accounting, with 3.88 of GPA. I am fluent in English, both written and spoken, and have a good computer skill. My experiences during in PT. Bank Danamon Indonesia, Tbk. for more than 3 years enrich my knowledge in banking operation.

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I enclose my CV, copy of *ijazah* and transcript, copy of *KTP*, and recent photograph for your further consideration. I thank you for your attention and consideration.

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Best regards,

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Ester Magdalena, SE

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Mention the part of the aplicatio letter with your group

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LIVEWORKSHEETS

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LIVEWORKSHEETS

Read the job aplication letter then answer the question below

Emirates Stadium
Drayton Park,
London N5 England
February 28, 2010

Dear,
Mr. Arsene Wenger
Vice-President of Sales
PT.The Gunner
Old Trafford, Manchester
England

Sincerely,
Together with this letter I would like to submit myself to join PT. The Gunner, because of my background and experience in developing marketing department might be useful for this company.

As already described in the attached resume, I have a career in PT. The Blues for 10 years, starting from trainee level to reach the position of Marketing Manager. Every year I always successfully perform an increasing number of new customers, manage existing customers to remain a loyal customer, and re-open previously closed markets.

As marketing manager, I was responsible in the areas of recruitment, training and supervision of an approximately 120 sales staff in London, and was responsible for sales in the region tarhadap Blackburn and Manchester.

I look forward to the opportunity to meet you, which I will explain the potential and ability myself in more detail and depth.

Sincerely,

Mely Ferguson



LIVEWORKSHEETS

Answer the question based on the letter!

1. What kind of text is about?

2. What is the background and experience of the job seeker?

3. What is the name of company?

4. what is the writer's reason of writing the letter?

LIVEWORKSHEETS

Make a application letter

LIVEWORKSHEETS