TASK 4
Choose a Job Vacancy then complete the Job Application Letter based on your own data!

Karawang, …….

Subject: Application for Employment

Attention To
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Dear Sir/Madam,

I am writing to apply for the position of …….. which your company has advertised on ……... Through the skills and experiences listed below, I believe to be a strong candidate for this job.

Having professional and academic experience in ……., I am able to ……..
I'm a Bachelor of …… graduate from ……., ……, Indonesia, specialized in ……..

I am a fresh graduate. Even though I just graduated, I am able to learn new things quickly, of course with an enthusiasm of working in a field that I love. I am growth minded too.

I hope I meet the expectation to be a candidate for this job. For further questions, please feel free to contact me on …….. Thank you for your time. I look forward to hearing from you soon.

Sincerely,

(Signature)
……

LIVEWORKSHEETS