

LKPD

Job Application Letter

Name:

Class:

PUT THE CORRECT WORD TO THE RIGHT COLUMN!

signature

the sender's information

highlight paragraph

date

the recipient's information

complimentary close

introductory paragraph

closing paragraph

salutation

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



← August 11, 2024

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 and timesheet coding, and I 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 →

Elizabeth Johnson

BASED ON THE JOB APPLICATION LETTER BEFORE, ANSWER THE FOLLOWING QUESTION!

1. Who wrote the letter?
2. Why did Ms. Elizabeth Johnson write the job application letter?
3. How does Ms. Elizabeth Johnson know the vacancy?
4. What position does Johnson apply for?
5. What is the name of the company she applying to?
6. Where she worked before?
7. What is her position in her current job?
8. What does the sender possibly do after sending the letter?
9. What the applicant has enclosed along with the application letter?
10. "I've attached my resume for your consideration...". The word "attached" has closest meaning to what word?

ANSWER:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____