ULANGAN HARIAN
APPLICATION LETTER

NAMA :

KELAS:

This text is for questions 1 tO 5

Banda Aceh, January 6th 2017
Attention to :
Head Manager Hermes Palace Hotel
Jln. T. Panglima Nyak MakamBanda Aceh 23127

Dear Sir,
Through this letter I would like to apply Assistant Manager that was advertised on Serambi Aceh job opportunity post, at January 5th 2017.
I have over 5 years experience as an administrator at Oasis Hotel. Then, I also have 3 years experience as Assistant Manager at Grand Permata Hati Hotel. I may inform you that I have some skills, my computer skill is good, then I was graduated from Universitas Syiahkuala Banda Aceh.
I am looking for other experience for me and to get better life actually. Position as an Assistant Manager at Hotel Hermes Palace is best opportunity for me. For your consideration, I have attached my curriculum vitae:

Name	: Lolita
Place/date of birth	: Banda Aceh, January 6th 1993
Address	: Jln. Sudirman No. 45 Banda Aceh
Email	: Lolita93@gmail.com
Status	: Not Married
Last Education	: S1–Management

I am looking forward to the interview, where I can explain all of my potential.
Your Sincerely
Lolita

Source :http://www.sumberpengertian.co

LIVEWORKSHEETS

1.What is the text about?

A. Job vacancy.
B. Job information.
C. Unemployment
D. Application letter.
E. Curriculum vitae.

2. What position is applied by Lolita?

A. Manager at Hermes Hotel.
B. Manager at Oasis Hotel.
C. Accountant at Permata Hati Hotel.
D. Assistant Manager at Permata Hati Hotel.
E. Assistant Manager at Hermes Palace Hotel.

3. How old is Lolita now?

A. 25 years old.
B. 24 years old.
C. 23 years old.
D. 22 years old.
E. 21 years old.

4. “I have attached my curriculum vitae.”
The closest meaning of the underlined word is ….

A. sold
B. made
C. brought
D. enclosed
E. explained

5. Based on the text, the following statements are true, EXCEPT ….

A. She was graduated from Universitas Syiahkuala Banda Aceh
B. Her address is on Jln. Sudirman No. 45 Banda Aceh
C. She worked as an administrator at Oasis Hotel
D. She was single when she applied for the job
E. She didn’t attach her resume

LIVEWORKSHEETS

B. ESSAY

Read the text carefully to answer the questions.

This text is for questions 1 to 3.

33 Oak Lane
Melville, NY 12616

December 19, 2017

Ms. Jane Johnson
Personnel Director
Bank of New York
813 Madison Avenue
New York, NY 11122

Dear Ms. Johnson:

Mr. Ben Brosnan, an executive in your Manhattan office who is a friend of my aunt, recommended I write to you about the opportunity of the opening in your international department.

As you can see from my resume, I am a English major and Spanish minor and I am very interested in a position where I can use my languages. I have worked as an office temporary for the past two years and some of my assignments where in the banking field. I am competent in several software packages including MS Word, Excel, PowerPoint, and would be willing to use these skills in an administrative capacity, as long as there would be a chance to move into a more challenging role once I have proven my capabilities and value to the organization.

I would like very much to meet you and I am available for an interview any time convenient to you.

Sincerely yours,

Janet Reeves

LIVEWORKSHEETS

1. Whom did the sender of the letter get the information of the vacant from?

2. “I have proven my capabilities and value to the organization”. The synonym of the underlined word is ….

3. What is the topic of the text?

4. How many languages does the applicant master?

5.Suppose you are the employer and you accept Ms. Reeves as the employee. Mention the reason!

A. Mr. Ben Brosnan

B. application letter

C. Ms. Reeves is a confident person.
She has a lot of capabilities and I am sure she will be a good and responsible employee.

D. abilities

E.. two languages

LIVEWORKSHEETS

May, 28th 2015

Dear
Personnel Director
PT. Angin Semilir
Jl. Cinta No.2
Jakarta

Dear Personel Director

I am a graduate student in Computer Science at Bina Nusantara University, and I will be awarded an M.S. degree in June 2011. I am currently looking for a position related to Databes/Graphics Pakage Design in the research and development department of a major company.

Before coming to Bina Nusantara University, I designed, supervised, and completed a CAD system. The fuction vector, character and curve generation, windowing, shading, and transportmations.

At Bina Nusantara, my researce work involves Compilation of Relational Queries into Network DML. To enhance my blackground, I have taken some courses in computer graphics and database, and I have experience in and an understanding of the design of database. With this strong blackground, I certainly belive that I am competent to meet challenging tasks and can make a good contribution to your company.

Enclosed is my resume, which indicates in some detail my training and experience. I sincerely hope that my qualifications are of interest to you and that an interview might be arranged at your convienience.

Thank you for your consideration. I look forward to hearing from you soon.

Sincerely yours,
Nanik

LIVEWORKSHEETS

1. The writer of the letter is….

a. Nanik
b. PT. Angin Semillir
c. Jl. Cinta No.2
d. Jakarta
e. Personnel Manager

2. Where did the writer study?

a. Binus
b. UNS
c. UGM
d. UNDIP
e. UI

3. What course was attended by the writer?

a. English
b. Computer graphic
c. Literature
d. Accountancy
e. Communication

4. What kind of text is it?

a. Announcement
b. Application letter
c. Promation letter
d. Apologize letter
e. Offer letter

5. When did the writer receive her M.S?

a. 2010
b. 2011
c. 2012
d. 2013
e. 2014

LIVEWORKSHEETS

Medan, July 23rd 2017
Mr. Scott Stone
Owner of Stone's Burgers and Grill
Perum Majapahit Baru Kav. 25D, Kebun Arca
Medan

Dear Sir.

With this letter, I would like to apply in your restorant as Head Chef. I get the information from your restaurant and noticed that your restaurant is looking for a new head chef, I am a professional chef with years of experience in numerous restaurants, I consider myself to be fit and proper for the job.

My name is Andi Johan. I am thirty teo years aold. I graduated from Prince Jhon Internasional Culinary School in Birmingham, United Kingdom in 2007. I have worked as chef in several different restaurants, both in the UK and in Indonesia. I specialize in Western cuisine and Mediterranean cuisine as well.

I have bean in position as head chef before and I am excellent at running a kichen and lead a team. Beside of that, I also have the skill to communicate in Bahasa Indonesia, English, French, and a little bit of Italian.

With my education background and my previous experience as chef, I am confident that I am suitable for the head chef position for your restaurant. I have read about your restaurant at a glance and the menu served there are exactly in my specialty.

Herewith the letter, I enclose my resume and some other documents to explain my qualifications in more detail.

I am thrilled if I can join your restaurant and I have such a high hope for that. I am looking forward to hearing from you soon.

Sincerely,
Andi Johan

LIVEWORKSHEETS

6. What does the Andi Johan apply based on the next?

a. Professional chef
b. Leader of kitchen
c. Leader in a restaurant
d. Chef
e. Head chef

7. What is the best ability of the job seeker?

a. Fusion cuisine
b. Indonesian cuisine
c. Traditional cuisine
d. Oriental cuisine
e. Arabian cuisine

8. Which one of the languages is not mastered by job seeker?

a. Indonesai
b. English
c. French
d. Germany
e. Italian

9. What is the similar meaning og 'looking forward'?

a. Waiting
b. Asking
c. Applying
d. Seeking
e. Reading

10. Where did the job seeker know the information of job vacancy?

a. Internet
b. Newspaper
c. Magazine
d. At the restaurant
e. From his friend

LIVEWORKSHEETS

Match the words with the definitions in the box bellow

1. Applicant	A. a formal request to an authority for something
2. Application	B. a person who makes a formal application for something, typically a job
3. Appointment	C. a notice or announcement in a public medium promoting a product, service, or event or publicizing a job vacancy
4. Advertisement	D. a person employed for wages or salary, especially at nonexecutive level.
4. Employers	E. an arrangement to meet someone at a particular time and place

LIVEWORKSHEETS