APPLICATION LETTER

NAME:

Lilis Handayani

Jl. A. Yani 389

Surabaya, 65151

April 19, 2015

Mr. Frank Peterson, Personnel Manager

Jeans and Co.

Jl. Raya Pandaan 186

Pandaan Pasuruan, Jawa Timur, 98502

Dear Mr. Peterson:

I am writing to you in response to your advertisement for a local branch manager newspaper appeared in the Jawa Pos on Sunday, June 15. As you can see from my enclosed resume, my experience and qualifications match this position's requirements.

My current position, managing the local branch of a national shoe retailer, has provided the opportunity to work under a high-pressure, team environment, where it is essential to be able to work closely with my colleagues in order to meet sales deadlines. In addition to my responsibilities as manager, I also developed time management tools for staff using Access and Excel from Microsoft's Office Suite.

Thank you for your time and consideration. I look forward to the opportunity to personally discuss why I am particularly suited for this position. Please call me after 4.00 p.m. to suggest a time we may meet. I can be reached via telephone number 031-858564 or by email at lilish@yahoo.com

Sincerely,

Lilis Handayani

LIVEWORKSHEETS

READING COMPREHENSION

1. To whom is the letter sent?
2. Who wrote the application letter?
3. What is the purpose of writing the letter?
4. What position is being advertised?
5. How did Lilis Handayani know the vacancy?
6. What is Lilis' current position?
7. What has her current position provided with?
8. What other responsibilities does she have at the moment?
9. Do you think that Lilis is confident about her competence? How do you know?
10. Does Lilis indicate her willingness for an interview? Find the evidence from the text!

managing local branch of shoe retailer

developing time management for staff

applying a job

Mr.Frank Peterson

with the opportunity to work under pressure and working with team environment

Lilis Handayani

Yes, she is. From her current position, she is very confident to apply the job

From a newspaper

Yes, she does. She said to call her after 4:00 pm to arrange the time to meet.

a local branch manager

LIVEWORKSHEETS