

STUDENTS' WORKSHEET

LESSON : ENGLISH LANGUAGE

MATERIAL : JOB APPLICATION LETTER

GRADE : XII

SCHOOL : SMAN 1 IDI

TEACHER : MISS RIZA

INSTRUCTION:

CHOOSE THE RIGHT ANSWER BASED ON THIS JOB APPLICATION LETTER!

*Mr. William Chan
Personnel Manager
Wong and Lim Consulting
PO Box 583, Kwai Chung
Kowloon*

Dear Mr. Chan,

I am writing to apply for the post of Management Trainee, which was advertised on the Student Affairs Office notice board of the Hongkong Polytechnic University on 1 March 2005.

My working experience at Lucky Star Garment Manufactory Limited improved my leadership skills, communication skills and ability to work in a team environment. I have fluent spoken and written English. I also have fluent spoken and written Mandarin, and can therefore work in mainland China.

Currently I am studying a B.A. in Management at the Hongkong Polytechnic University, graduating in 2005. Subjects which I am studying that are relevant to the post of Management Trainee include Operations Management, Human Resources Management, Accounting, Marketing and strategic Management.

During my studies I have had the post of Executive in management Society. While leading and organizing Management Society. While leading and organizing Management Society activities I have improved my ability to lead and supervise subordinates effectively, ability to work under pressure and ability to work in a team environment.

Working for Wong and Lim Consulting appeals to me because it has a good reputation and it provides excellent training. Your organization produces a high-quality service, and I can contribute to this with my leadership skills and my ability to work under pressure.

I am available for interview at any time. I look forward to meeting you.

*Yours sincerely,
Wong Wai Man Wilfred*

1. What is the job title?
 - Consultant
 - Operation management
 - Human resources management
 - Accounting
 - Management trainee
2. What skills and personnel qualities are required?
 - Leadership skills, communication skills and ability to work in a team environment
 - Fluent spoken and written Mandarin
 - Have known about environment
 - Hard worker
 - Willing to work overtime
3. What is the name of the company or organization Wong Wai man Wilfred applying to?
 - Lucky Star Garment Manufactory Limited
 - Hong Kong Polytechnic University
 - Marketing and Strategic Management
 - Wong and Lim Consultant
 - Executive in the Management Society
4. Where does Mr. Chan live?
 - In the city of China
 - In the city of Hong Kong
 - In the city of England
 - In the city of Malaysia
 - In the city of Singapore
5. Who send the letter?
 - Mr. Chan
 - Mr. Wong
 - Mrs. Lim
 - Mr. Wong Wai Man Wilfred
 - Mr. Kwai Chung
6. What does Mr. Wilfred enclose the application letter?
 - Address
 - Job interview
 - Resume
 - Reputation
 - Skills
7. How does Mr. Wilfred know this ad?
 - From Wong and Lim Consulting
 - From Student Affairs Office notice board
 - From Lucky Star Garment Manufactory
 - From Hong Kong Polytechnic University

- From Management Society

8. How many language does he master?

- 1
- 2
- 3
- 4
- 5

9. What subject of study have relevant to Management Trainee?, except ...

- Operations Management
- Human Resources Management
- Accounting
- Marketing and Strategic Management
- Management Society

10. What position does he hold when he takes his degree?

- Operations management
- Human resources Management
- Accounting
- Marketing and Strategic Management
- Management Society