

## 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