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
Personenel 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

LIVEWORKSHEETS

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

LIVEWORKSHEETS

- 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

LIVEWORKSHEETS