

NAMA:

KELAS:

PILIHAN GANDA

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

8. How many language does he master?
- A. 1
 - B. 2
 - C. 3
 - D. 4
 - E. 5
9. What subject of study is relevant to Management Trainee?, **except** ...
- A. Operations Management
 - B. Human Resources Management
 - C. Accounting
 - D. Marketing and Strategic Management
 - E. Management Society
10. What position does he hold when he takes his degree?
- A. Operations management
 - B. Human resources Management
 - C. Accounting
 - D. Marketing and Strategic Management
 - E. Management Society

Dian Sastrowardoyo
Jalan Elang 89
Tangerang Selatan 19837
October, 30th 2018
PO BOX 1393
JKB 11013

To whom it may concern,

I'm applying for the Project Manager position advertised through Jakarta Post. As shown in the enclosed resume, I have a strong academic background in Chemical Engineer graduated from Universitas Indonesia on 2007.

My current work as Project Management in various multinational company has given me firsthand experience in the challenge associated with the development of a successful Petrochemical Company. In addition, I have excellent managerial and communication skills both in Bahasa Indonesia as well as English.

This background, combined with over ten years of Ethylene Plant Operation as Project Management, has given me a unique perspective that would be particularly valuable in meeting the responsibilities of this position, as described in your position. I am an independent individual who capable to work under pressure.

I would welcome the opportunity to meet with you to discuss my qualifications in more detail and look forward to hearing from you soon. Thank you for your time and consideration.

Sincerely,
Dian Sastrowardoyo

1. What is the job position that applicant applied for?
2. How many years the applicant was working as Project Management?
3. What are the skills that applicant presented on the application letter?
4. Is there any information when the applicant graduated?
5. What the applicant has enclosed along with the application letter?