

APPLICATION LETTER



Ester Magdalena, SE
Jl. Danau Tondano VI no. 55
Depok Timur, Kota Depok
(021) 7714453, 087882910199
alena_therez_jmoette@yahoo.com

Depok, October 5th 2010

To:
HRD
PT. Bank Ekonomi Raharja, Tbk.

Dear Sir or Madam,

I am really interested and motivated to apply for the **Central Back Office (CBO)** position you informed. It is an honour to be part of Bank Ekonomi' staff.

My name is Ester Magdalena, 22 years old and single, an S1 degree from Gunadarma University, majoring in Accounting, with 3.88 of GPA. I am fluent in English, both written and spoken, and have a good computer skill. My experiences during in PT. Bank Danamon Indonesia, Tbk. for more than 3 years enrich my knowledge in banking operation.

I enclose my CV, copy of *ijazah* and transcript, copy of *KTP*, and recent photograph for your further consideration. I thank you for your attention and consideration.

Best regards,

Ester Magdalena, SE

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Mention the parts of the application letter with your group

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Read the job application letter then answer the question below

Emirates Stadium
Drayton Park,
London N5 England
February 28, 2010

Dear,
Mr. Arsene Wenger
Vice-President of Sales
PT.The Gunner
Old Trafford, Manchester
England

Sincerely,

Together with this letter I would like to submit myself to join PT. The Gunner, because of my background and experience in developing marketing department might be useful for this company.

As already described in the attached resume, I have a career in PT. The Blues for 10 years, starting from trainee level to reach the position of Marketing Manager. Every year I always successfully perform an increasing number of new customers, manage existing customers to remain a loyal customer, and re-open previously closed markets.

As marketing manager, I was responsible in the areas of recruitment, training and supervision of an approximately 120 sales staff in London, and was responsible for sales in the region tarhadap Blackburn and Manchester.

I look forward to the opportunity to meet you, which I will explain the potential and ability myself in more detail and depth.

Sincerely,

Mely Ferguson



Answer the question based on the letter!

1. What kind of text is about?

2. What is the background and experience of the job seeker?

3. What is the name of company?

4. what is the writer's reason of writing the letter?

January 23, 2014

George Sebastian
Prosperous Company
25 Saint John Court
Hatfield, CA 08065

Dear Mr. Sebastian,

I am writing to apply for the programmer position advertised in the Times Union. As requested, I am enclosing a completed job application, my certification, my resume and three references.

The opportunity presented in this listing is very interesting, and I believe that my strong technical experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include: I have successfully designed, developed, and supported live use applications. I strive for continued excellence, and I provide exceptional contributions to customer service for all customers. With a BS degree in Computer Programming, I have a full understanding of the full life cycle of a software development project. I also have experience in learning and excelling at new technologies as needed.

Please see my resume for additional information on my experience. I can be reached anytime via email at john.donaldson@example.com or my cell phone, 909-555-5555.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,
Signature (for hard copy letter)

John Donaldson

Analyze the elements of the application letter!

1. Social function



2. Text Structure



3. Language feature

