1. The reason of the applicant to apply for the job is mentioned in ....
   A. Letter's date
   B. Signature
   C. Letter's body
   D. Closing
2. The name and address of the applicant is showed in....
   A. Salutation
   B. Upper part of the letter
   C. Signature
   D. Complimentary close
3. The expressions such as "Dear Sir" is called a ..... in an application letter.
   A. Salutation
   B. Inside address
   C. Return address
   D. Complimentary close
4. "I am looking forward for the interview". What does the sentence mean?
   A. I am going to be interviewed.
   B. I'm waiting for an interview invitation
   C. I'm expecting you for an interview
   D. I'm going to invite you for an interview
5. "I am writing this application for the senior customer service agent position as advertised on the official website of Eagle Airways" The paragraph above is a part of ... an application letter.
   A. Opening
   B. Salutation
   C. Body letter
   D. Date of letter

**The following text is for questions number 6-8**

Wong Wai Man Wilfred
West Street 25 GA
Shanghai 8746

March 8, 2021

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 Affair Office notice board of the Hong Kong Polytechnic University on 1 March 2021.

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 therefore work in mainland China.

Currently, I am studying a B.A. in Management at Hong Kong Polytechnic University, graduating in 2021. 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 study, 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 Consuling appeals to me because it has 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
Encl: Resume

6. What job position that the applicant is applied for?
   A. Consultant
   B. Operation Management
   C. Human Resources Management
   D. Management Trainee
7. What skills and personnel qualities are required?
   A. Leadership skills, communication skills and ability to work in a team environment
   B. Leadership skills, communication skills and have knowledge about environment
   C. Fluent spoken and written Mandarin, willing to work overtime and hardworking person
   D. Fluent spoken and written Mandarin and have knowledge about environment
8. What does Mr. Wilfred enclose the application letter?
   A. Address
   B. An email
   C. Resume
   D. Autobiography
9. The parts of an application letter are ...
   A. Sender's address, date, addressee, salutation, body of letter, complimentary closing, signature & full name.
   B. Sender's address, date, addressee, complimentary closing, body of letter, closing, signature & full name.
   C. Addressee, sender's address, date, salutation, body of letter, complimentary closing, signature & full name.
   D. Sender's address, date, addressee, body of letter, closing, signature & full name.

> A fast progressing foreign company is looking for a male or female typist for its branch in Jakarta.
> Applicants should fulfill the following requirements:
> 1. Good command of English
> 2. Minimum typing speed: 45 word per minute
> 3. Education: senior high school
> 4. Age: between 20-30
>
> Letter with complete personal data and references should be sent to no. 1234, DDM

10. What kind of text is the text about?
    A. The requirements to be typist
    C. Job Vacancy

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B. A typist D. Advertisement

11. "I am looking forward to having your invitation for an interview."
What does the sentence mean?
A. I am going to be interviewed. C. I am expecting for an interview.
B. I am waiting for an interview invitation. D. I am going to invite you for an interview.
12. The applicant should do the following, after the interview session, **except** ...
A. Contact the company to find out the result.
B. Ask the company what we need to do when we start the job.
C. Resend the application letter to the same company.
D. Send a thank you note showing you are grateful for the opportunity.
13. "I am writing this application for the senior customer service agent position as advertised on the official website of Eagle Airways..".
The above paragraph is a part of ..... of an application letter .
A. Opening C. Greeting
B. Salutation D. Body
14. Choose one expression which is used in the opening of cover letter!
A. Dear madam,
B. Thank you very much for your consideration. I look forward to hearing back from you.
C. I am interested in the writer position at Pikiran Rakyat, as advertised on Google.
D. I am eager to gain more experience in digital marketing
15. Which expression is used in the body of cover letter?
A. Dear madam,
B. Thank you very much for your consideration. I look forward to hearing back from you.
C. I have a high motivation in finisihing my job. I can work for long hours.
D. I am interested in the writer position at Pikiran Rakyat, as advertised on Google.
16. Which expression is used in the closing of cover letter?
A. My employer also like me so much
B. I am interested in the junior nurse position at your hospital.
C. Thank you very much for your consideration. I look forward to hearing back from you.
D. I am a well-organized and adaptable individual who works well in groups.
17. "Dear Mr. Peterson,"
The part of the letter is called ...
A. Opening C. Company's address
B. Closing D. Salutation
18. "Sincerely yours,"
The part of the letter is called ...
A. Salutation C. Signature
B. Complimentary close D. Closing

Dear Sir/Madam,
I am interested in applying for the position of English tutor in your company. My skills and experiences are relevant to the position. I've had experience in training new labour in leadership programs for five years. I've also taught in a course for the last two years. My qualifications and past working experiences match to the requirements you need. I am sure I can make a contribution to the success of your company.

19. What experience does the applicant have?
A. As an English teacher at Persada Course. C. As a member of PLC course.
B. As a management trainer at PLC Course. D. As a trainer in leadership programs.

Urgently Needed Accountant (Code : ACC)
- Accounting Major
- Male and female
- Max. 28 years old
- Can speak and write English
- Familiar with MS Word, MS Office
- Having at least twenty four months experiences

Preferably full time. To work in a well established and a leading international export and import company, located in Yogyakarta. Apply to HUMAN RESOURCE DEPARTMENT (HRD), PO BOX 1234 Yogyakarta 223344 with full details; CV, contact phone number, a recent colour photograph and certificates within 14 days.

20. What should not necessarily needed for you to send to PO BOX 1234 Yogyakarta?
A. Application Letter C. Photograph
B. CV D. Certificates

LIVEWORKSHEETS




21. How can you send your resume?
    A. By email
    B. By WhatsApp
    C. By post office
    D. By coming to the company

Sakura A1 Street
Nagasaki

15 July 2016

Nagaya Karo
Human Resource Manager
Kina Vocational Education Training
15 Skylift Avenue
Tokyo

Dear Sir/Madam,

I would like to apply for the teaching position advertised in The Nippon Daily.
I graduated from Nagasaki University with a Bachelor of Economy and planned to take the Licensure Examination for Teachers this August. I have experience in handling different levels of elementary students and applying varied teaching strategies and techniques. I am confident that I can make a significant improvement in your company.
I enclose my curriculum vitae for your inspection. I would be very grateful for an interview to discuss my qualifications. Please, feel free to call me at 3310 0044 or email me at fujitamaeda@hotmail.com.
I look forward to hearing from you. Thank you for your kind attention and consideration.

Yours faithfully,
Fujita

Fujita Maeda

22. Who the letter is addressed to?
    A. Fujita Maeda
    B. Nagaya Karo
    C. The head of the school
    D. Human Resources Department
23. What is the experience the writer has that align with the position?
    A. Teaching Nagasaki University
    B. Teaching in elementary students
    C. An economist in Nippon Daily
    D. Examiner for teacher
24. What is the job position that applicant applied for?
    A. Teaching position
    B. Elementary student
    C. Secretary
    D. Human resource
25. Where does the writer see the job vacancy?
    A. Announcement board in Nagasaki University
    B. The Nippon newspaper
    C. On internet
    D. In Kina Vocational Educational training

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