LATIHAN SOAL APPLICATION LETTER

Look at the following job application form

.....(1).....

.....(2).....
.....

.....(3).....
.....(4).....
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.....(5).....
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.....(6).....
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.....(6).....

.....(7).....

1. The best part to fill number 6 is …

   a. I am presently employed by a small Contractor, as admin clerk, but I feel that I am not using my knowledge of Mechanical engineering to the full. I am looking for a more challenging position where my field of specialization could be exploited in a more stimulating environment. As you will notice on my enclosed CV, the job you are offering suits both my personal and professional interests.
   b. I would be pleased to discuss my curriculum vitae with you in more detail. Please do not hesitate to contact me in 0811898 001 if you require further information. I look forward to hearing from you.
   c. Dear Mr. Johansson
   d. 20 Maret 2021
   e. I am writing to apply for the position of Junior Technician which was advertised on your company website.

2. The best part to fill number 3 is …

   a. The HR Department Manager
      Jalan EPCOS Jaya, Blok B1-10 Kawasan industry Muka Kuning

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b. Muka Kuning Indah 1 Blok F No 4 Batu Aji
c. Putra Budiman
d. Yours sincerely
e. Dear Mr. Johansson

3. The best part to fill number 6 is …

a. I am presently employed by a small Contractor, as admin clerk, but I feel that I am not using my knowledge of Mechanical engineering to the full. I am looking for a more challenging position where my field of specialization could be exploited in a more stimulating environment. As you will notice on my enclosed CV, the job you are offering suits both my personal and professional interests.
b. I would be pleased to discuss my curriculum vitae with you in more detail. Please do not hesitate to contact me in 0811898 001 if you require further information. I look forward to hearing from you.
c. Dear Mr. Johansson
d. 20 March 2021
e. I am writing to apply for the position of Junior Technician which was advertised on your company website.

4. Based on the draft of job application letter above, what position is being applied?
a. Engineer
b. Junior technician
c. Mechanic
d. Contractor
e. Admin clerk

5. From the information given, how could the company will inform the interview schedule?
a. By Posting a letter
b. By an email
c. By phone
d. By courier
e. By messenger

6. What is the letter about
a. Job interview arrangement
b. Job application letter
c. Job internship proposal
d. job application letter response
e. project proposal

LIVEWORKSHEETS

To:
The Administrative Officer
Prince Mufakham Jah College
Jubilee Hills
Hyderabad-50034

Dear Sir,
Sub: Appointment of Part-time Data Operator in College.
Ref: Your announcement in the College Notice Board.
I am a Final Year MCA student in your College in receipt of Scholarship on account of my pecuniary circumstances coupled with my excellent academic record.
In view of the above, I wish to submit my application for consideration for appointment of Part-time Data Operator in your Office to supplement my income.
I am attaching herewith the Recommendation of the Head of the Dept of MCA Course.

Thanking you.

Yours faithfully,
……..
Enclosures:
Marks Sheet of First Semester Exam
Recommendation Letter of HOD of MCA Course

7. What is the letter about
   a. Job interview arrangement
   b. Job application letter
   c. Job internship proposal
   d. job application letter response
   e. project proposal

8. Why does the applicant apply for part timer data operator?
   a. He is still taking course in other college
   b. He is still at the fourth semester at that college
   c. His salary is not enough from other job
   d. He needs addition income to pay his college tuition
   e. He has to pay for his family living

9. From the information given, it is implied that?
   a. The applicant has graduated from his study
   b. The applicant need the job to support his study cost
   c. The applicant applies for job internship
   d. The applicant applies the job in a company
   e. The applicant applies the job by his own initiative.

10. What is enclosed in the application letter
    a. Recommendation Letter of HOD of MCA Course

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b. Job certificate
c. Working experience
d. Degree certificate
e. Complete Score sheet

Mr. Johan Bright

HR Manager

ABC 12 Company Ltd.

Jakarta, 17430

Dear Mr. Bright,

According to your advertisement in last friday's Batam newspaper for a sales executive vacancy, I would like to apply for that position. As requested, I have attached my complete resume and my recent photograph.

I am interested in the a job and I believe that I fulfill the qualification for the job. I graduated from marketing department at a reputable universtiy. I have two year's work experience as a sales executive in an international marketing company, so I have good communication skills in English both oral and written. I am also skillful in operating computers.

If you wish to give me a chance to discuss further my past experience and skills, I can be contacted at the following email address (endrew@gmail.com) or phone at 08111665243. I am looking forward to hearing from you soon. Thank you for your consideration.

Best regards

Endrew

11. What is the topic of the text?
    a. Information to apply for a job
    b. a sales executive position
    c. an advertisement in Batam newspaper
    d. an application letter for a sales position
    e. a promotion for sales executive

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12. From the text we know that the applicant ...
    a. will be interviewed next week
    b. is smart and has technical skills
    c. needs the job as soon as possible
    d. meets the requirements for the position
    e. has experience for more than five years

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