PBT KELAS 12 IPA DAN IPS BAHASA INGGRIS

Lilis Handayani

Jl. A. Yani 389

Surabaya, 65151

April 19, 2009 **( 1 )**

Mr. Frank Peterson, Personnel Manager

Jeans and Co.

Jl. Raya Pandan 186

Pandaan Pasuruan, Jawa Timur, 98502 **( 2 )**

Dear Mr. Peterson : **( 3 )**

**( 4 )** I am writing to you in response to your advertisement for a local branch manager, which appeared in the Jawa Pos on Sunday, June 15. As you can see from my *enclosed resume*, my experience and *qualifications* match this positions’s requirements.

**( 5 )** My current position, managing the local brach of a national shoe *retailer*, has provided the opportunity to work under a high-pressure, team environment, where it is essential to be able to work closely with my colleagues *in order to* meet sales deadlines.

In addtion to my responsibilities as manager, I also developed time management tools for staff using Acces and Excell from Microssofts’s Office Suite.

**( 6 )** Thank you for time and consideration. I look forward to the opportunity to personally discuss why I am particulary suited for this position. Please call me after 4.00 P.M to suggest a time we may meet. I can be reached via telephone number 031-858564 or by email at lilish @ yahoo.com.

Sincerely, ( 7 )

Lilis Handayani

Answer the following questions briefly.

1. To whom the letter is sent?
2. Who wrote the application letter?
3. What is the purpose of writing the letter?
4. What position is being advertised?
5. How did Lilis Handayani know the vacancy?
6. What is Lilis’s current position?
7. What has her current position provided with?
8. What other responsibilities does she have at the moment?
9. Do you think that Lilis is confident about her competence? How do you know?
10. Does LiLis indicate her willingness for an interview? Find the evidence from the text.
11. Change into passive sentence.
12. He manages the local branch of a national shoe retailer.
13. The company has advertised the job opportunity in the national newspaper.
14. He developed time management tools for staff.
15. She will enclose her resume in the application letter.
16. Linda is writing letter for the position as a secretary.