

Name : Ageng Saputri
NIM : 20110001

Major : Computer
Engineering

No. :

Date. :

1. Based on your own opinion. What are the characteristics of an ideal secretary?

Answer :

- * Kind and responsible
- * Attractive appearance
- * Understand authority and responsibility well
- * Showing company image
- * Able and good at caring company secret
- * Agile, skilled, careful and smart
- * Good at public speaking
- * Understand character the boss

2. Write down 10 examples of marketing vocabulary with each definition!

Answer : ↗

- * Guaranteed or your money back ↗ Marketing words & phrases that reduce risk
- * Risk-free guarantee ↗ Marketing words & phrases that reduce uncertainty
- * Chat live with a specialist ↗ Marketing words & phrases that built trust
- * Take advantage of this special offer ↗ Marketing words & phrases that invite purchasing
- * For limited time only ↗ Marketing words and phrases that encourage urgency
- * What if...? ↗ Marketing words and phrases that spark curiosity
- * Finally, a... ↗ Marketing words and phrases that connect with KRY Your audience

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* Best value

↳ marketing words and phrases that communicate value

* Best-in-class

↳ marketing words and phrases that convey authority

* Achieve

↳ Marketing words and phrases that infer growth or benefit /

* Earn rewards

↳ Marketing words and phrases that convey saving

3. Give the definition of business letter with its parts!

Answer :

Business letter is a letter from one company to another, or between such organizations and their customers, clients and other external parties.

the parts of Business letter :

- return Address / letter head

↳ write your complete name, your company and address include your mobile phone number and email.

- Date

↳ the date is put at the top of page for any business communication

- Address

↳ The address of the person receiving the correspondence i- includes formal name

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*4) Question / Answer

An interview is essentially a two-way exchange of ideas, and the candidates will be interviewing your company just as much as you will be interviewing them.

*5) Wrapping up

Closing out an interview is just as important as the other stages

S. Murni Sadar Indonesian Business polytechnic is one of the leading universities in Pematangsiantar. PBI is a university that has a good educational curriculum and lecturers who are experienced in teaching. Tuition fees are also affordable and can be repaid up to 7 times a year. If you are an employee but want to go to collage, PBI is the right campus to be where you study because you can adjust the class schedule according to your wishes so you work and collage will not clash. PBI also provides scholarship for students who want to study but are constrained by costs and PBI also provides scholarship for students who have achievement. And many more advantages

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Date. :

6.

Pematangsiantar, January 18th, 2022

Dear,

HRD / Head of personal

Suzy company

North Sumatra

Indonesia

Based on the information i receive from siantar News Newsletter, which explained that ~~you~~ you were in need of employees as secretary.

Respectfully, I the undersigned:

Name : Ageng Saputri

Gender : Female

Born : 17th June 2002

Address : Tanah Jawa Street, no.15

HP : 0812 - 3456 - 7654

Last education : Diploma III computer engineering

GPA : 3,78

Declare ready to join Suzy Company as a secretary that you need. Here I attach other document that if possible can be taken into consideration in the requirement of employees in the company that you need

(KIKY)

No.:

Date.:

1. Pass Photo
2. Photocopy of KTP, KK
3. Photocopy of Diploma
4. Photocopy of transcript
5. Photocopy of SKCK
6. Certificate of health

This is job application letter I made consciously and honestly and that can be accounted for. If you can trust me to start a career as a fresh graduate ~~in the firm~~ as secretary for your attention as ITRD Suzy company, I thank you.

Your faithfully

Ageng

Ageng Saputri

KIKY

KIKY