

A decorative pattern of hexagons in various shades of blue and cyan is located on the left side of the slide. Some hexagons contain icons: a lightbulb, a thumbs-up, a smartphone, a magnifying glass, and a gear. A large, solid cyan hexagon is positioned in the center-left area.

Assalamu 'alaikum warahmatullah Wabarakatu

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English For Jobseeker





English Application Letter





English Application Letter

What is application letter?


is a letter from someone who needs a job to an official who can provide a job or position. Through a cover letter, the applicant asks that he be given a job. A job application letter can also be interpreted as a letter from a prospective employee to a prospective employer containing a request that the employee be given a job by the prospective employer. A job application letter is usually formal or official, for example a letter to apply for a job as an employee or a certain position according to the advertisement offered.





Why is application letter is important when you want to apply for a job?

because it is useful to provide information about someone who made the application letter or to find out a reflection of the applicant's self, show writing skills, and selection aids for HRD



How to write this application letter in a standardized English format?

first company background Not all job applications and CVs are attached with the same format in each company.need to know and know how the background and culture of a company in carrying out its vision and mission and you must be really careful in attaching all the required documents that the company asks for in applying for a position.Not all companies have the same character or requirements, for example in the case of writing a job application letter there are those who ask to be handwritten, typed in a certain format or sent via email.An example of writing a job application letter that is printed and sent directly to a company in the form of a printed document is clearly different from the format written and sent via email.In writing your identity, make sure that you provide short and concise information so that HR can easily understand it.Give a little touch of art, so that the information provided is interesting to read.



Why is email considered the best way to send your cover letter?

because it is easier and less complicated and will be directly read by HR and it is safer and our privacy is maintained in the email because

only two people know the sender and the recipient.





Reference

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Thanks!

