

ใบความรู้ที่ 1 เรื่อง What to Include in Each Section of the Letter
หน่วยการเรียนรู้ที่ 8 เรื่อง Occupations
แผนการจัดการเรียนรู้ที่ 55 เรื่อง Job Application
รายวิชา ภาษาอังกฤษ รหัสวิชา อ23102 ภาคเรียนที่ 2 ชั้นมัธยมศึกษาปีที่ 3

What to Include in Each Section of the Letter

There are also set rules for the sections included in the letter, from salutation to sign-off, and how the letter is organized. Here's a quick lowdown on the main sections included in a job application letter.

Heading: A letter of application should begin with both your and the employer's contact information (name, address, phone number, email) followed by the date. If this is an email rather than an actual letter, include your contact information at the end of the letter, after your signature.

Salutation: This is your polite greeting. The most common salutation is "Dear Mr./Ms." followed by the person's last name. Find out more about appropriate cover letter salutations, including what to do if you don't know the person's name, or are unsure of a contact's gender.

Body of the letter: Think of this section as being three distinct parts.

- In the first paragraph, you'll want to mention the job you are applying for and where you saw the job listing.
- The next paragraph(s) are the most important part of your letter. Remember how you gathered all that information about what employers were seeking, and how you could meet their needs? This is where you'll share those relevant details on your experience and accomplishments.
- The third and last part of the body of the letter will be your thank you to the employer; you can also offer follow-up information.

Complimentary Close: Sign off your email with a polite close, such as "Best" or "Sincerely," followed by your name.

Signature: When you're sending or uploading a printed letter, end with your signature, handwritten, followed by your typed name. If this is an email, simply include your typed name, followed by your contact information.

ที่มา <https://www.thebalancemoney.com/job-application-letter-sample-2062548>

ใบความรู้ที่ 2 เรื่อง จดหมายสมัครงานของ John Donaldson
หน่วยการเรียนรู้ที่ 8 เรื่อง Occupations
แผนการจัดการเรียนรู้ที่ 55 เรื่อง Job Application
รายวิชา ภาษาอังกฤษ รหัสวิชา อ23102 ภาคเรียนที่ 2 ชั้นมัธยมศึกษาปีที่ 3

John Donaldson
8 Sue Circle
Smithtown, CA 08067
909-555-5555
john.donaldson@email.com

September 6, 2022

George Gilhooley
LTC Company
87 Delaware Road
Hatfield, CA 08065

Heading

Dear Mr. Gilhooley,

Salutation

I am writing to apply for the programmer position advertised in the Times Union. As requested, I enclose my certification, resume, and references.

The role is very appealing to me, and I believe that my strong technical experience and education make me a highly competitive candidate for this position. My key strengths that would support my success in this position include:

- I have successfully designed, developed, and supported live-use applications.
- I strive continually for excellence.
- I provide exceptional contributions to customer service for all customers.

With a BS degree in computer programming, I have a comprehensive understanding of the full lifecycle of software development projects. I also have experience in learning and applying new technologies as appropriate. Please see my resume for additional information on my experience.

I can be reached anytime via email at john.donaldson@email.com or by phone at 909-555-5555.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

Complimentary Close

John Donaldson

Signature

ใบความรู้ที่ 3 เรื่อง ความหมายของคำศัพท์
หน่วยการเรียนรู้ที่ 8 เรื่อง Occupations
แผนการจัดการเรียนรู้ที่ 55 เรื่อง Job Application
รายวิชา ภาษาอังกฤษ รหัสวิชา อ23102 ภาคเรียนที่ 2 ชั้นมัธยมศึกษาปีที่ 3

Position (n.) to be able to do something, usually because you have the necessary experience, authority, or money:

Enclose (v.) to send something in the same envelope or parcel as something else:

References (n.) a mention of something:

Certification (n.) proof or a document proving that someone is qualified for a particular job, or that something is of good quality:

Candidate (n.) a person who is competing to get a job or elected position:

Degree (n.) a course of study at a college or university, or the qualification given to a student after he or she has completed his or her studies:

Consideration (n.) the act of thinking about something carefully

Employment (n.) the fact of someone being paid to work for a company or organization:

Opportunity (n.) the chance to get a job:

Advertised (v.) to make something known generally or in public, especially in order to sell it