

ใบงานที่ 7.3 เรื่อง Application Letter
หน่วยการเรียนรู้ที่ 1 แผนการจัดการเรียนรู้ที่ 7 เรื่อง Application Letter
รายวิชา ภาษาอังกฤษ อ23101 ภาคเรียนที่ 1 ชั้นมัธยมศึกษาปีที่ 3

Name : _____ class _____ No _____

11 Rassada Road,
T. Waingnua, Muang,
Lampang 52000

30th June 2016

The Manager
YAMAZEN CO., LTD.
5th FL. Rajdamri Arcade,
95 Rajdamri, Pathumwan BKK 10500

Dear Sir/ Madam

I would like to apply for the position of (1)..... that you advertised in The Bangkok Post. I am (2)that I have the right qualifications for the job. I am a university (3) with a Bachelor's Degree in Accounting. I worked part-time as an accountant in a shop while I was at university. And I have 3 years (4)working as an accountant at a department store near my house.

I have experience in working with some foreigners in a group tour, so it was a great opportunity for me to use English most of the time.

I'm interested in this position because I think that the position fits me well with my previous experience. I would also like to work with the Japanese company because I have strong (5)..... of Japanese language. And my (6).....in computer are excellent.

I enclose a a copy of my (7)..... and a recent photo.

I would appreciate the opportunity to meet you at your convenience to discuss my application. I can be reached at 054-225331 or e-mail me at tjeereeanee@hotmail.com.

I'm looking forward to hearing from you.