ABSTRACT

The aim of the research is to examine the applicants' ability over making an application letter and to facilitate the applicant to know the better way in writing an application letter.

This paper analyzed the mistakes commonly made in the making of application letter. The writer collects 20 application letters from PT. Yasulor Indonesia to be analyzed. Based on the results of the analysis, the writer then concludes that most letters are still not in-accordance with the principles of application letter.
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