

# Remedial Penilaian Harian 1

## Application Letter

### A. Tujuan Pembelajaran

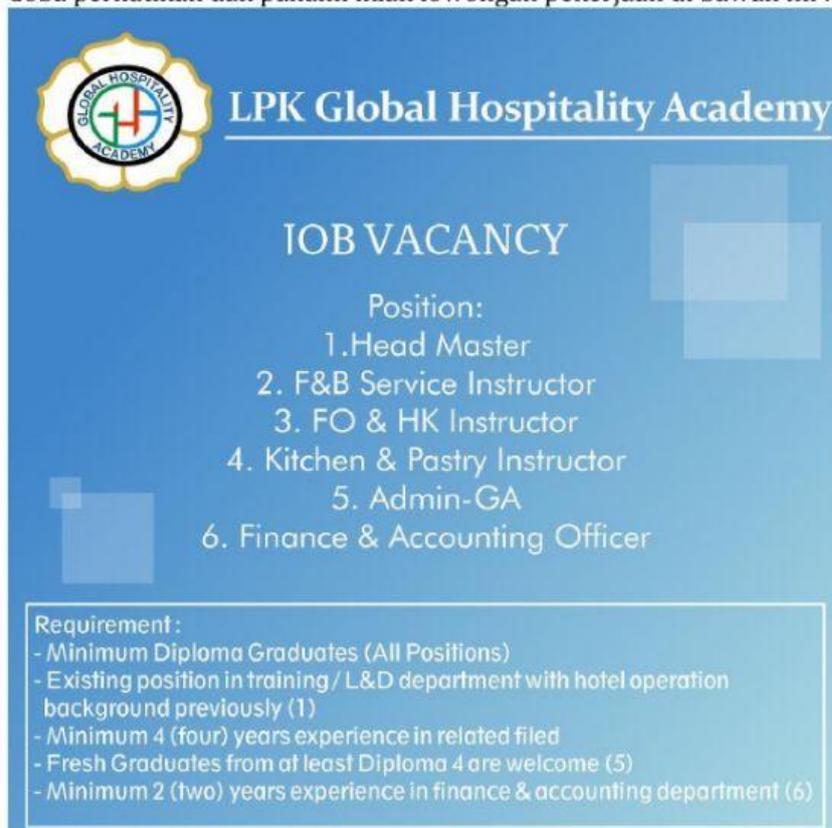
Setelah kegiatan pembelajaran ini diharapkan peserta didik:

1. Mampu mengidentifikasi **fungsi sosial** beberapa teks surat lamaran pekerjaan yang sesuai dengan kesesuaian jenis pekerjaan dengan data data yang dimiliki pelamar.
2. Mengidentifikasi **struktur teks** beberapa teks khusus surat lamaran pekerjaan yang sesuai dengan konteks penggunaannya.

### B. Uraian Materi

#### 1. Job Vacancy

Coba perhatikan dan pahami iklan lowongan pekerjaan di bawah ini :



 **LPK Global Hospitality Academy**

### JOB VACANCY

Position:

1. Head Master
2. F&B Service Instructor
3. FO & HK Instructor
4. Kitchen & Pastry Instructor
5. Admin-GA
6. Finance & Accounting Officer

Requirement :

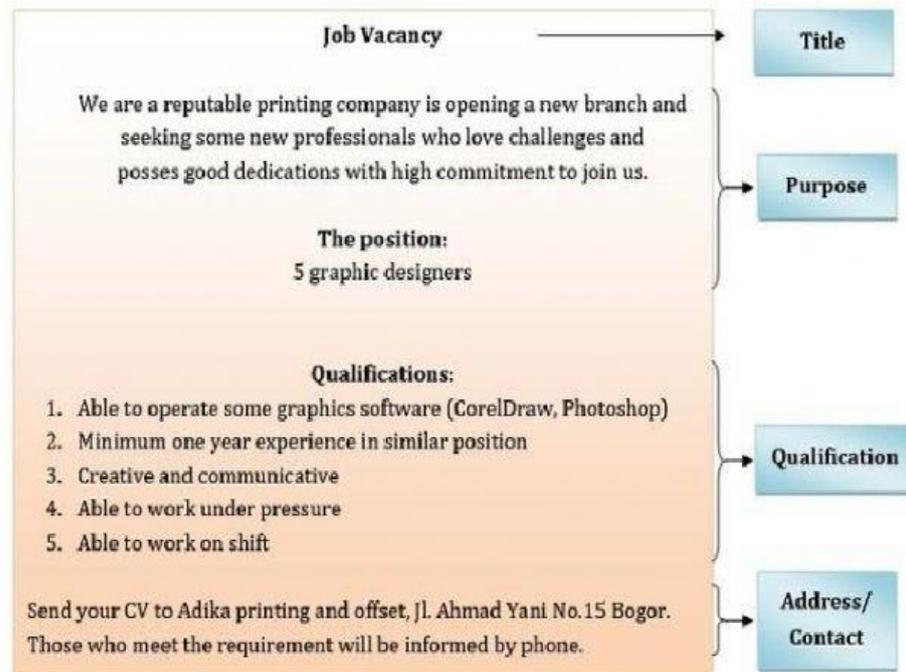
- Minimum Diploma Graduates (All Positions)
- Existing position in training / L&D department with hotel operation background previously (1)
- Minimum 4 (four) years experience in related filed
- Fresh Graduates from at least Diploma 4 are welcome (5)
- Minimum 2 (two) years experience in finance & accounting department (6)

Sumber : <https://twitter.com/hashtag/lpkgha>

Jika Anda sebagai pelamar yang baru lulus sekolah tingkat SMA apakah Anda akan memutuskan untuk melamar pekerjaan kelembaga ini?

Tepat, Anda memutuskan tidak melamar karena melihat persyaratan minimal yaitu Diploma. Jadi sebelum kita membicarakan tentang surat lamaran pekerjaan, ada hal lain yang perlu kita ketahui, yaitu bagaimana kita mengetahui informasi yang benar dari "Job Vacancy".

Perhatikan contoh berikut yang dikutip dari quiper.com ;



Dari kedua contoh lowongan pekerjaan tersebut dapat Anda pahami bahwa bahasa yang digunakan **detail, sederhana, lengkap** dan menggunakan **kalimat yang pendek**, sedangkan untuk struktur kebahasaannya adalah :

- Title** : The name of company or type of job vacancy.
- Purpose** : The purpose of announcing a job vacancy.
- Qualification** : The qualifications or requirements the company wants toward the job seekers
- Address/Contact** : Address or contact number to find out more information or to send the job application.

## 2. Application Letter

Apa yang dimaksud dengan surat lamaran pekerjaan?

**A letter of application**, also known as a cover letter, is a document sent with your resume to provide additional information about your skills and experience to an employer. The letter of application is intended to provide detailed information on why you are are a qualified candidate for the job.

## 3. The purpose:

The application letter should let the employer know what position you are applying for, what makes you a strong candidate, why they should select you for an interview, and how you will follow up.

Nah, sekarang Anda sudah mengetahui fungsi dari surat lamaran pekerjaan. Selanjutnya bagian apa saja yang harus ada dalam surat lamaran pekerjaan? Coba perhatikan contoh surat lamaran pekerjaan di bawah ini :

**1. Include your contact information in the header of the letter**

Lucius Applicant  
123 Main Street, Anytown, CA 12345 · 555-555-5555 · lucius.applicant@email.com

September 1, 2018

William Lee  
Lead Mechanic  
Acme Auto  
123 Business Rd.  
Business City, NY 54321

**2. Let the employer know what position you are applying for.**

Dear Mr. Lee:

I'm writing to apply for the position of diesel mechanic at the City Transit Agency, as advertised on the city's careers web page. I've included my resume for your consideration.

In addition to experience as a diesel mechanic, I have an excellent knowledge of gasoline engines and electric systems, and I hold a CDL drivers license. Most recently, I worked for Trailer Transfer in Middletown as their lead diesel mechanic. While I was there, I developed a training program for new hires. However, I had to leave my job due to a move to your city.

Thank you for your time and consideration. I will follow up next week to see if I can offer any more information about my skills and experience. My cell phone is 555-555-5555 and my email is lucius.applicant@email.com.

**3. Mention what you have to offer the employer in the**

Best regards,

**4. Suggest next steps by requesting a meeting or**



### Remember

What to include in your letter

As with all cover letters, a job application letter is divided into sections:

- The **heading**, which includes your name and contact information.
- A **greeting**, addressed to a specific person, if possible.
- The **introduction**, which should include why the applicant is writing.
- The **body**, which discusses your relevant qualifications.
- The **close**, which thanks the reader and provides contact information and follow-up details.
- Your **signature to end the letter**.

## C. Soal

Now, it is task time! Anda akan berlatih berkaitan dengan memahami bacaan untuk lebih memahami struktur kebahasaan dari surat lamaran pekerjaan.

### Exercise :

Fill in the table with suitable explanation related parts of the application letter in the box by drag and drop.

<b>Return Information</b>	<b>Inside/Letter</b>	<b>Closing the letter</b>
<b>Salutation</b>	<b>Address</b>	<b>Body</b>

<b>Parts of letter</b>	<b>Explanation</b>
	1. It is now permissible to only include your name, E-mail address and cell phone number. It is acceptable to eliminate your address due to privacy and safety issues. Be sure your E-mail address is mature and professional. Ideally, it should contain parts of your name for ease of use.
	2. It is very important that you address your letter carefully. After spending time making your letter perfect, you do not want it to be directed to the wrong person or get lost in the mail. If there is a contact name on the ad, address your letter to that person. (Mr. John Smith)
	3. This is also known as the greeting. The person's name should be followed by a colon (:) or left blank. Do not use a comma. (Commas are permissible for use in personal letters; not business letters.)
	4. The body of the letter contains <b>four basic parts</b> and should be three or four paragraphs long. These paragraphs should attract the employer's <b>attention</b> ; state your <b>interest</b> in the company and position; arouse the employer's <b>desire</b> to interview you; and request that the employer take <b>action</b> in the form of an interview. ( <b>AIDA</b> )
	5. Finish your letter with an appropriate Complimentary Closing ( <b>Sincerely</b> , or Sincerely yours,). Leave enough room to sign the letter before keying your name. Do not forget to sign it. Remember to include an enclosure notation at the bottom.

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