

A black and white photograph of a person's hand holding a large, rectangular sign. The sign is made of a textured material, possibly cardboard or paper, and has the words "I NEED A JOB" written on it in large, bold, black, hand-drawn capital letters. The person holding the sign is wearing a patterned shirt. The background is a plain, light-colored wall.

I NEED
A JOB

Source: kabartangsel.com

Unit 4

Application Letters

Reason for writing

- I am writing to apply for the position/post of...
- I am writing to apply for the job you advertised in...

Education/qualification

- I graduated from...
- I hold a certificate/degree in...
- I have been working as...
- I am currently (a student/employed) at...

Work experience

- As my references show...
- I am a motivated professional with a variety of skills and experience.

Closing the letter

- I would be happy to attend an interview at any time convenient for you.
- Please contact me if you have any queries at...

SOCIAL FUNCTION

To write good application letters to impress the readers and fulfill the objective of the letters.

LEARNING FOCUS

- Applications letters
- Resumes

GRAMMAR

- Review of Tenses

Easy Does It

Task 1

What are these? Where do you usually find them?

JOB VACANCY
 Hotel Aryaduta Makassar, the leading 5★ Luxury Hotel in Makassar, is looking for the following positions

WAITER & WAITRESS

- Good in English both written and spoken
- At least 1 year experience in the same position
- Willing to work hard in a motivated top team
- Courteous and posses good guest contact
- Max. 25 years old and attractive appearance

Interested candidates should sent their application letter and CV in English including a recent photograph to :

HR Manager
HOTEL ARYADUTA MAKASSAR
 Jl. Somba Opu No. 297 Makassar 90111
 or email at hrmngr-mks@aryaduta.com

Only short listed candidate will be notify
www.aryaduta.com

JOGJAKARTA Plaza HOTEL
 RICH IN CULTURE

URGENTLY NEEDS :

Executive Chef & Sous Chef
Qualification :
 Strong Leadership, 2 years experience and Mastering Kitchen Management

Housekeeping Supervisor
Qualification :
 Strong Leadership, 1 year experience and A Problem Solver for Housekeeping Matter

Please send your Application Letter, CV, recent photograph and any other supported data to :

Human Resources Department of
 Jogjakarta Plaza Hotel
 Jl. Affandi – Gejayan, Complex Colombo,
 Jogjakarta, 55281

or to hrd@jogja.pphotels.com
www.primeplazahotels.com



PT. SANTOS JAYA ABADI

As the national leader in the coffee products since 1927, we are constantly innovating to improve the quality of product and deliver value to our customers. We are seeking for highly dedicated, dynamic, and motivated individuals with a passion for challenge and success to be part of our winning team as

QC Analyst (QCA)
Job Description:
 Coordinate and monitoring quality control activities in laboratory to ensure the suitability of product quality to quality standard

Job Qualification:

- Female, maximum 26 years old
- Bachelor Degree in INDUSTRIAL, FOOD TECH ENGINEERING, BIOTECH
- Having good competency in statistic, food analysis, and writing reports

-psychological test will be held at Tanah abang, Jakarta-

Willing to be placed in Karawang – West Java

We would like to invite you to apply for the above position by sending your CV with attached photograph and code of the position as subject to :

recruitment.sja.krw@kapalapi.co.id



Task 2

Answer the questions provided.

1. What would you do if you are interested in one of those vacancies?
2. What would you need to prepare if you are about to apply the vacancies?
3. What would you probably wear if you got a call for an interview?
4. How would you describe yourself if asked by your interviewer?
5. How would you submit your resume or application letter based on the picture?

Task 3

Read the letters aloud. Pay attention to the intonation and pauses.

Letter 1

Dear Mr. Smith,

I am writing in response to your advertisement seeking a customer manager to run Luxury Car Dealership's service center.

As you will see from my enclosed resume, my skills and experience are a good match for the position you are now trying to fill. I have been involved in the automotive industry for six years. I believe customer service is the core to a successful business.

I look forward to having an opportunity to meet you. I hope that we can further discuss how I can contribute to your team.

Yours sincerely,

Bill Russell

Letter 2

Dear Sir,

I was interested when I saw your advertisement seeking a new account service executive. I have been seeking such an opportunity and believe that my skills and experience would be a good match for ABC Advertising.

Please find my resume enclosed for your review. Of particular relevance is the five years I spent in Sidney working in account services at an advertising agency. I have a passion for client services and, as you will see from my resume, a good understanding of the sector I would be working in.

I look forward to hearing from you.

Yours faithfully,

Ariana Tobing

Letter 3

Dear Mrs. Beatrice van Houten,

I am responding to your advertisement for nannies and au pairs that appeared in my local newspaper last Wednesday. I have always wanted to visit a foreign country and would love to have the experience of living in the United States for a while. I am willing to commit to an employment period of one year, as either a nanny or an au pair.

I have done a great deal of baby-sitting, tending both my two younger brothers and the children of several neighbors. I can cook reasonably well and am hard-working and responsible. I have also certified in CPR and have done first aid training with the Red Cross. I have a driver's license, though not, of course, in the US.

I have enclosed a copy of my resume, as was requested in your ad, and look forward to hearing from you.

Yours sincerely,

Kim So Ra

Task 6

Compare your answers with those of other pairs. Do you find any differences? Ask other pairs why they answer so. If your friends cannot answer your question(s), then raise your question(s) to the teacher.

Task 7

Compare these two letters. How different are they?

Letter 1

Dear Sir,

I was interested to see your advertisement seeking a new account service executive as I have been seeking just such an opportunity and believe my skills and experience would be a good match for ABC Advertising.

Please find my resume enclosed for your review. Of particular relevance is the five years I spent in Sidney working in account service at an advertising agency. I have a passion for client service, as you will see from my resume, a good understanding of the sector I would be working in.

I look forward to hearing from you.

Yours faithfully,

Ariana Tobing

Letter 2

Kepada yth.
Bapak/Ibu Pimpinan
PT Maju Sejahtera

Dengan hormat,

Berdasarkan informasi yang saya peroleh, saya mengetahui bahwa perusahaan yang Bapak/Ibu pimpin saat ini memerlukan karyawan baru. Oleh karena itu, saya mengajukan permohonan untuk mengisi posisi tersebut.

Saya lulusan D3, belum menikah, jujur, disiplin, berpenampilan menarik, bertanggung jawab, serta dapat bekerja sama dalam tim maupun individual.

Sebagai bahan pertimbangan bagi Bapak/Ibu, bersama ini turut saya lampirkan:

Salinan Ijazah Terakhir	1 Lembar
Pas Foto Ukuran 4 x 6	1 Lembar
Salinan KTP	1 Lembar
Daftar Riwayat Hidup	1 Lembar

Demikianlah surat permohonan kerja ini saya buat dengan sebenar-benarnya, besar harapan saya sudilah kiranya Bapak/Ibu dapat menerima saya bekerja di perusahaan yang Bapak/Ibu pimpin. Atas perhatian Bapak/Ibu sebelum dan sesudahnya saya ucapkan terima kasih.

Hormat Saya,

Pandu Widodo

4. I know Todd's joke by rote.
5. Joan's coat is on the cot.
6. Nod if you got a note from Ross.
7. Nope! I will not vote for a hot dome.
8. Mop the boat with soap.

Task 12

Exploring

Read this letter aloud. Pay attention to the intonation, stress, and pauses.

<p>John Donaldson 8 Rose Street Smithtown, CA 08067 909-555-4321 john.donaldson@emailexample.com</p>	}	The sender's address
<p>February 15, 2015</p>	_____	Date
<p>George Smith HR Manager XYZ Company 87 Delaware Road Hatfield, CA 08065</p>	}	The addressee
<p>Dear Mr. Smith,</p>	_____	Salutation
<p>I am writing to apply for the programmer position advertised in the Times Union. As requested, I am enclosing a completed job application, my certification, my resume, and three references.</p>		
<p>The opportunity presented in this listing is very interesting, and I believe that my strong technical experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:</p>		
<ul style="list-style-type: none"> • I have successfully designed, developed, and supported live use applications • I strive for continued excellence • I provide exceptional contributions to customer service for all customers 		
<p>With a BS degree in Computer Programming, I have a full understanding of the full life cycle of a software development project. I also have experience in learning and excelling at new technologies as needed.</p>		
<p>Please see my resume for additional information on my experience.</p>		
<p>I can be reached anytime via email at john.donaldson@emailexample.com or my cell phone, 909-555-4321.</p>		
<p>Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.</p>		
<p>Yours sincerely,</p>		
<p><i>John Donaldson</i></p>		
<p>John Donaldson</p>		

}

}

}

}

}

}

}

}

}

}

Opening paragraph

Content/text body

Closing paragraph

Enclosure

10. What will John probably do for the next two weeks?
- Look for another job.
 - Resign from his current position.
 - Call his friends.
 - Contact the company he has been applying to.



Spread the Knowledge

Application Letters

An application letter is also known as a cover letter. It is the first thing that a potential employer sees. This doesn't just support your CV – it's an opportunity for you to stand out from the crowd and persuade the recruiter to put you through to the next round.

There are two types of application letters or cover letters:

- **Standard, conservative style**

This is ideal for sectors such as business, law, accountancy, and retail. For more creative sectors, a letter like this might be less appealing, and could work against you.

Example:

Dear Mr. Black,

Please find my enclosed CV and application letter for the position advertised in the Guardian on 30 November.

The nature of my degree course has prepared me for this position. It involved a great deal of independent research, requiring initiative, self-motivation and a wide range of skills. For one course, steam turbine, an understanding of the electrical industry was essential. I found this subject very stimulating.

I am fast and accurate, with a keen eye for detail and I should be very grateful for the opportunity to progress to technical reporting. I am able to take on the responsibility of this position immediately, and have the enthusiasm and determination to ensure that I make a success of it.

Thank you for taking the time to consider this application and I look forward to hearing from you in the near future.

Yours sincerely,

Nedika Adityo Putra

Task 14

Make your own application letter.

1. Make your own application letter using standard or conservative style. You can address it to anyone you want with any position in any office or company.
2. Compare your work with your friends. Ask the teacher to evaluate it if needed.

- **Standard, speculative letter**

This may vary according to the nature of the organization and the industry you're applying to.

Example:

Dear Mr. Brown,

I am writing to enquire if you have any vacancies in your company. I enclose my CV for your information.

As you can see, I have had extensive vacation work experience in office environments, particularly the retail sector and service industries, which give me varied skills and the ability to work with many different types of people. I believe I could fit easily into your team.

I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others. I also have lots of ideas and enthusiasm. I'm keen to work for a company with a great reputation and high profile like yours.

I have excellent references and would be delighted to discuss any possible vacancy with you at your convenience. In case you do not have any suitable openings at the moment, I would be grateful if you would keep my CV on file for any future possibilities.

Yours sincerely,

Yaumil Nurry Achir

Source: <http://careers.theguardian.com/covering-letter-examples>

Note about Application Letter Outline

1. Salutation

If you begin with "Dear Sir" or "Dear Madam", end with "Yours faithfully". If you begin with a name, end with "Yours sincerely".

2. Opening paragraph

Either summarize the opening, or name the opening to bring yourself to the attention of the reader and make clear what job you are applying for.

3. Body or Content

Use one of the following in each of your middle paragraphs to provide the reader with plenty of reasons to invite you to an interview:

- Education
- Work experience
- Ability to work with others and/or alone
- Interest in your field
- Interest in the company
- Responsibilities in previous positions

4. Closing paragraph

Use the closing paragraph to ensure action on the part of the reader. The last paragraph needs to help ensure that action is taken. You can ask for an interview appointment time, stating that you will be happy to come to the employer's office when convenient. Make it easy for the reader to follow-up by providing your telephone number and email address.

5. Enclosure

Always sign an application letter. It shows your intention and dedication greatly.

Task 15

Arrange the parts to make a good application letter.

1. More importantly, an internship with Universal Orlando would be mutually beneficial. Your company has an excellent reputation for customer satisfaction, and I know that the combination of my experience, education, and motivation to excel will make me an asset to your marketing department.
2. Christina Appleton
3. 2838 Camphor Lane Deland, FL 32720 386-555-2922
4. Yours Sincerely,
5. I am sure that it would be worthwhile for us to meet. I will contact you within a week to arrange a meeting. Should you have any questions before that time, you may reach me via phone (386-555-2922) or via email (christina@ucf.edu).
6. Dear Ms. Paulson,
7. My unique mix of previous work experience and my status as a University of Central Florida business student in my junior year studying marketing, make me an ideal candidate for a summer internship with Universal Orlando
8. Ms. Amanda Paulson Universal Orlando 1000 Universal Studios Plaza Orlando, Florida 32819-7610
9. My experiences in sales and customer relationship management, combined with my courses in marketing, have convinced me that hospitality marketing is a career option I would like to explore.
10. *Christina*
11. Thank you for your time and consideration.

Write the number of your answer on the boxes.

--	--	--	--	--	--	--	--	--	--	--

Task 16

Rewrite the letter to make it well-arranged.

Dear Mr. Trimm,

I am writing to you in response to your advertisement for a Legal Assistant specializing in Port Regulatory Law, which appeared in the Seattle Times Sunday, June 15. As you can see from my enclosed, my experience and qualifications match this position's requirements.

I especially would like to point out that I graduated Cum Laude from The University of Tacoma and was hired directly upon graduation due to my expertise in port authority regulations.

the four years that I worked for Shoreman and Co., I further deepened my knowledge of the fast changing regulatory laws in our state. My also thought highly enough of my abilities to promote me to head legal researcher after my first year of.

I forward to an opportunity to personally discuss the position with you. I will call you within the next five days to arrange an interview.

Sincerely,

Joanicia Chow

Task 17

Associating

Answer the questions with your opinion.

1. What would you write as your opening remark when the HR officer whom you are applying to is the same age as you? Would you still use "Sir" or "Madam"?
2. Do you think that it is important to thoroughly lists your experience in the application letter you send? Why?
3. Do you agree that when someone is applying for a job, he/she is trying to "sell" him/herself to the employer? Do you think he/she has to put their best effort for the job they apply for?
4. Should you call/contact the company you have been applying to if you don't get information whether you are accepted/hired within 2 weeks?
5. What do you think would be more polite; to go directly to the office you want to apply to, or to send them your application letter using e-mail? Why?



Source: integerleadership.com