LEMBAR KERJA PESERTA DIDIK (LKPD)

Mata Pelajaran : Bahasa Inggris
Kelas/Fase : XII / F
Materi : Application Letter
Alokasi Waktu : 45 menit

Nama : _____

Kelas : _____

Tujuan Pembelajaran

Setelah mengerjakan LKPD ini, peserta didik mampu:

1. Menganalisis struktur dan isi application letter.
2. Mengevaluasi informasi yang terdapat dalam surat lamaran kerja.
3. Menentukan alasan dan bukti yang mendukung isi surat.
4. Menarik kesimpulan berdasarkan informasi tersirat.
5. Mengidentifikasi strategi penulisan yang efektif dalam application letter.

Petunjuk

- Bacalah teks Application Letter dengan saksama.
- Pilihlah jawaban yang paling tepat (A, B, C, D, atau E).
- Berikan alasan singkat jika diminta oleh guru.

Jonathan Pratama
Jl. Melati No. 25
Bandung 40123, West Java, Indonesia
Phone: +62 812-3456-7890
Email: jonathan.pratama@email.com

July 23, 2026

Hiring Manager
PT Global Technology Indonesia
Jl. Sudirman No. 88
Jakarta 10220
Indonesia

Dear Hiring Manager,

I am writing to express my sincere interest in applying for the position of **Administrative Assistant**, as advertised on your company's official website. Having recently graduated from senior high school with excellent academic achievements and strong interpersonal skills, I am eager to begin my professional career by contributing to a reputable company such as PT Global Technology Indonesia.

Throughout my years at school, I consistently demonstrated responsibility, discipline, and the ability to work effectively both independently and as part of a team. I actively participated in various extracurricular activities, including the Student Council, where I was responsible for organizing school events, preparing official documents, coordinating with teachers and students, and managing administrative tasks. These experiences have significantly improved my organizational, communication, and leadership skills.

LIVEWORKSHEETS

In addition to my academic background, I possess good computer literacy, particularly in Microsoft Office applications such as Word, Excel, and PowerPoint. I am also familiar with Google Workspace and basic data management. My ability to communicate in both Indonesian and English enables me to interact confidently with diverse individuals and perform tasks efficiently in a professional environment.

I believe that I am a fast learner, highly motivated, adaptable, and committed to continuous improvement. I am confident that my enthusiasm, positive attitude, and willingness to learn will allow me to make valuable contributions to your organization. Furthermore, I am eager to gain practical experience while developing my professional competencies under the guidance of experienced colleagues.

I have enclosed my Curriculum Vitae, copies of my academic certificates, transcript, identification card, and recent photograph for your consideration. I would be grateful for the opportunity to discuss my qualifications further in an interview at your convenience. Thank you very much for considering my application. I look forward to hearing from you soon.

Yours faithfully,

Jonathan Pratama

Enclosures:

1. Curriculum Vitae (CV)
2. Copy of Senior High School Diploma
3. Academic Transcript
4. Copy of Identification Card (ID)
5. Recent Photograph
6. Certificates of Achievement

Choose the best answer by clicking the right option

1. What is the writer's main strategy to convince the hiring manager that he deserves the position?

A. Emphasizing his family's business background.
B. Highlighting his academic achievements, organizational experiences, and willingness to learn.
C. Explaining his financial difficulties.
D. Comparing himself with other applicants.
E. Stressing his previous full-time working experience.

2. Which statement best explains why Jonathan mentions his involvement in the Student Council?

A. To describe his favorite extracurricular activity.
B. To prove that he prefers school activities over academic learning.
C. To demonstrate that he has developed relevant administrative and leadership skills.
D. To persuade the company to sponsor school activities.
E. To explain why he has no work experience.

3. Suppose the company requires employees who can adapt quickly to new responsibilities. Which sentence from the letter most strongly supports Jonathan's suitability?

A. . "I believe that I am a fast learner, highly motivated, adaptable, and committed to continuous improvement."
B. "I recently graduated from senior high school."
C. "I actively participated in various extracurricular activities."
D. "I have enclosed my Curriculum Vitae."
E. "Thank you very much for considering my application."

LIVEWORKSHEETS

4. If you were the hiring manager, which factor would most likely become Jonathan's greatest advantage?

A. His home address.
B. His graduation date.
C. His phone number.
D. His recent photograph.
E. His combination of technical, communication, and organizational skills.

5. Which information would strengthen Jonathan's application the most if it were added to the letter?

A. His favorite school subject.
B. His hobbies during weekends.
C. His family members' occupations
D. Specific achievements or measurable accomplishments from his Student Council experience.
E. His daily schedule.

6. What can be inferred about Jonathan's work experience?

A. He has worked as an administrative assistant for several years.
B. He has no formal work experience but has relevant organizational experience.
C. He has worked in several international companies.
D. He has experience managing a private business.
E. He has completed an internship at PT Global Technology Indonesia.

7. Which quality is implied through Jonathan's decision to include several supporting documents?

A. He lacks confidence.
B. He wants to impress the company with unnecessary documents.
C. He understands professional job application procedures.
D. He expects immediate acceptance.
E. He is uncertain about his qualifications.

8. Why does Jonathan mention his computer and language skills together?

A. To show that he enjoys studying technology.
B. To demonstrate that he possesses competencies relevant to administrative work.
C. To explain his school curriculum.
D. To compare Microsoft Office with Google Workspace.
E. To persuade the company to buy new software.

9. Which conclusion can be drawn about Jonathan's confidence level?

A. He is overconfident and ignores his weaknesses.
B. He confidently presents his strengths while remaining respectful and professional.
C. He depends entirely on his academic scores.
D. He expects special treatment because he graduated with good grades.
E. He doubts his own abilities.

10. Imagine you are the hiring manager. Which aspect of Jonathan's application would you most likely want to explore further during an interview?

A. His favorite extracurricular activity.
B. His recent photograph.
C. His home address.

LIVEWORKSHEETS

D. His detailed experiences in handling administrative tasks during Student Council activities.
E. His handwriting style.

11. What is the primary communicative purpose of the application letter?

A. To request financial assistance.
B. To introduce the company.
C. To persuade the employer that the applicant is qualified for the position.
D. To describe school activities.
E. To announce graduation.

12. Which evidence best supports the conclusion that Jonathan has leadership potential?

A. He recently graduated from high school.
B. He included his diploma.
C. He organized school events, coordinated with teachers and students, and managed administrative tasks.
D. He attached a recent photograph.
E. He lives in Bandung.

13. Which statement best evaluates the effectiveness of Jonathan's closing paragraph?

A. It is ineffective because it does not mention his school.
B. It effectively summarizes his qualifications, lists supporting documents, and politely requests an interview.
C. It focuses too much on his extracurricular activities.
D. It lacks a formal closing.
E. It repeats every sentence from the introduction.

14. If Jonathan removed the paragraph about his extracurricular experience, what would be the greatest impact on the letter?

A. The letter would become shorter without losing important information.
B. The employer would lose evidence of Jonathan's practical skills relevant to the job.
C. The application would become more formal.
D. The letter would emphasize his academic achievements more effectively.
E. The hiring manager would focus only on the attachments.

15. Which title best represents the content of the letter?

A. My School Experience
B. Student Council Activities
C. Preparing Academic Documents
D. Computer Skills in High School
E. Application for an Administrative Assistant Position

LIVEWORKSHEETS