

# Pengayaan Penilaian Harian 1

## Application Letter

### A. Tujuan Pembelajaran

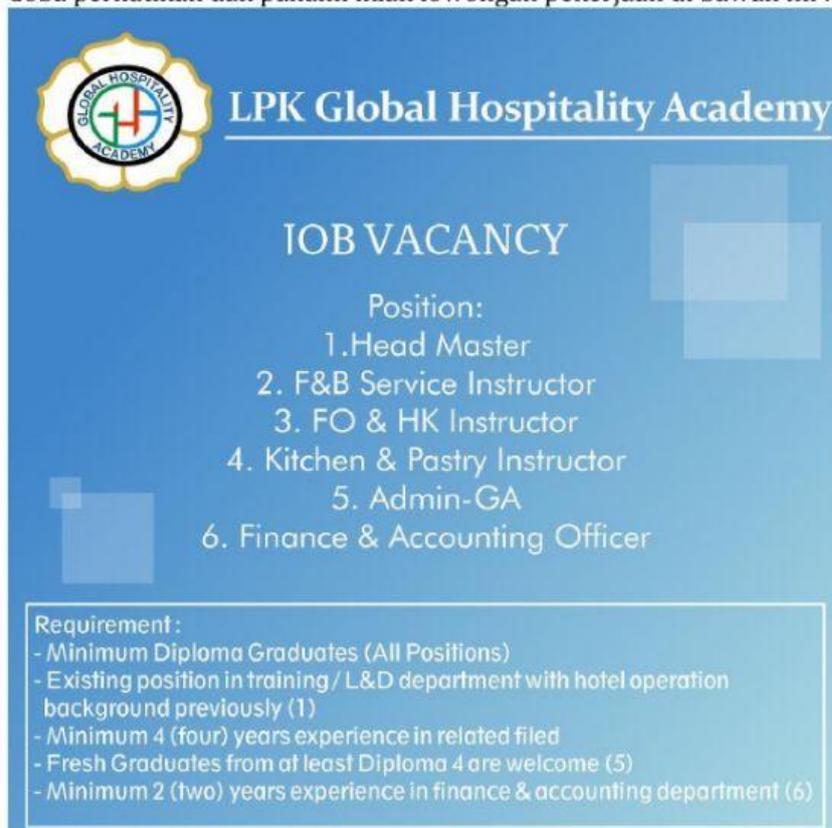
Setelah kegiatan pembelajaran ini diharapkan peserta didik:

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 :

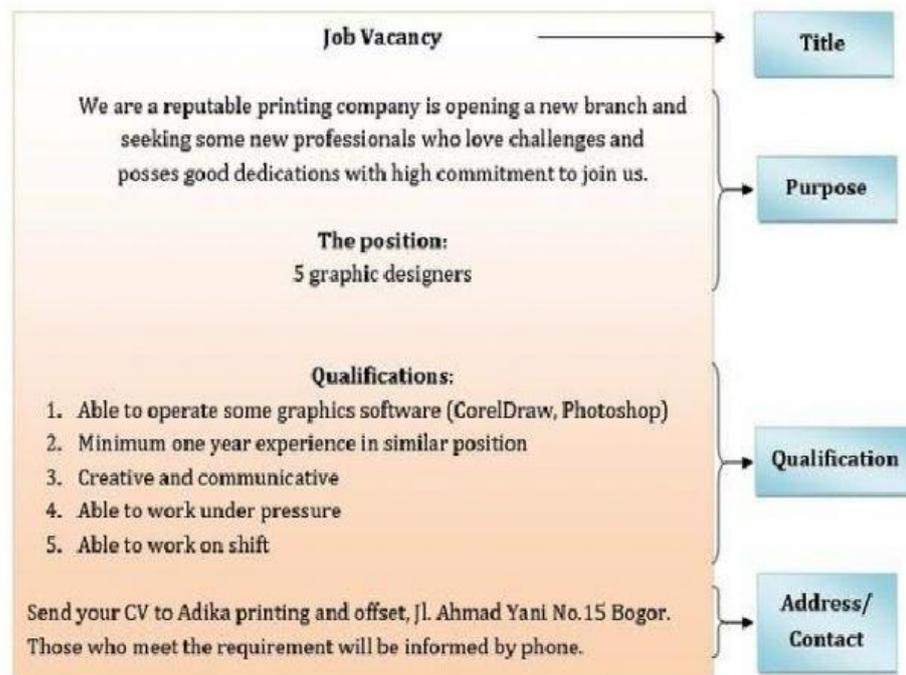
- Minimum Diploma Graduates (All Positions)
- Existing position in training / L&D department with hotel operation background previously (1)
- Minimum 4 (four) years experience in related field
- Fresh Graduates from at least Diploma 4 are welcome (5)
- Minimum 2 (two) years experience in finance & accounting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

The image shows a sample cover letter with four numbered callouts:

- 1. Include your contact information in the header of the letter**: Points to the applicant's name and contact details at the top.
- 2. Let the employer know what position you are applying for.**: Points to the specific job title mentioned in the opening paragraph.
- 3. Mention what you have to offer the employer in the**: Points to the paragraph describing the applicant's skills and experience.
- 4. Suggest next steps by requesting a meeting or**: Points to the closing paragraph where the applicant offers to provide more information.

**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

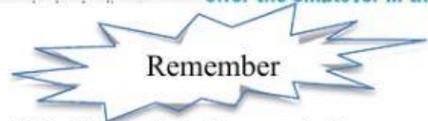
Dear Mr. Lee:

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.

Best regards,



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

### Exercise :

Answer the following questions based on the text by clicking option a, b, c, d, or e.

The use of formalin and other dangerous preservatives in food has been serious problem for three reasons. Firstly, formalin is not for human beings, but it is for biological specimens and experiments. Formalin in Biology is a 10% solution of formaldehyde in water which is usually used as a disinfectant or to preserve biological specimens. Thus, it is not for food preservatives. Of course when it is used for food preservative, it will be very dangerous to human's body.

The second reason is that there is no tight control from the government. This condition makes the people's health is really in a threat. When the control is weak and the use formalin was spread wide all over the Indonesian regions, and these days it has really happened, the citizen's bodies will be badly contaminated with the poisons. Fish or food traders still sell their products which contain formalin and dangerous preservatives. Can you imagine that our digestive system absorbs the substance that should be for the human and animal corpses?

Considering the reasons, we can make a conclusion that the use of formalin and other preservatives is really a serious problem if it is not resolved immediately.

1. The main idea of paragraph one is.....

- A. The use of formalin and other dangerous preservatives in food
- B. The human's bodies will be harmful after consuming the formalin
- C. The weak control of using formalin is not threatening the human
- D. The human's bodies will be harmful after consuming the formalin
- E. Formalin is not harmful

There is no best way to deal with pests in agriculture. Pesticides which are commonly used may cause many problems. I think combining different management operations is the most effective way to control pests.

Firstly, the chemicals in the pesticides may build up as residues in the environment and in the soil which absorbs the chemicals. This reduces the quality of farm product.

Secondly, pests can gradually become resistant to pesticides. This means that newer and stronger ones have to be developed.

Lastly, some pesticides affect non target plants and animals such as fish and bees. This affects the ecology and environment as well.

So, understanding of ecology of an area helps a lot in pest control. Pesticides should be chosen and applied carefully so that they don't affect the ecological balance and environment.

Therefore, integrated pest management is a safe and more effective option to fight pest in agriculture and livestock.

2. What can you say about paragraph two and four?

- A. The fourth paragraph supports the idea stated in paragraph two.
- B. Both paragraphs tell about the disadvantages of using pesticides.
- C. Both paragraphs tell about how pesticides affect the quality of farm products.
- D. The statement in paragraph is contrary to the statement in paragraph four.
- E. The second paragraph tells about the effects of using pesticides on animals mentioned in paragraph four

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