Nama : **Kelas :**

PEMERINTAH PROPINSI JAWATIMUR
DINAS PENDIDIKAN
SMK NEGERI 1 PANGGUNGREJO
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LEMBAR KERJA PESERTA DIDIK (LKPD)
SMK NEGERI 1 PANGGUNGREJO
BAHASA INGGRIS

APPLICATION LETTER
(COVER LETTER)



TUJUAN PEMBELAJARAN

Peserta didik dapat menganalisis fungsi sosial, struktur teks, dan unsur kebahasaan dari teks surat lamaran kerja , membedakan fungsi sosial, struktur teks dan unsur bahasa dari berbagai surat lamaran kerja sesuai dengan konteks penggunaannya, menyunting surat lamaran kerja, dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan yang tepat dan sesuai konteks dan menyusun surat lamaran kerja, dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan yang tepat dan sesuai konteks.

KOMPETENSI DASAR

LIVEWORKSHEETS

3.28. Menganalisis fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk surat lamaran kerja, dengan memberi dan meminta informasi terkait jati diri, latar belakang pendidikan/pengalaman kerja, sesuai dengan konteks penggunaannya

4.28. Menyusun teks khusus surat lamaran kerja, yang memberikan informasi antara lain jati diri, latar belakang pendidikan/pengalaman kerja, dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan, secara benar dan sesuai konteks.

INDIKATOR PENCAPAIAN KOMPETENSI

3.28.1. Menyebutkan bagian-bagian dari surat lamaran pekerjaan *(application letter)*.

3.28.2. Memahami kata-kata yang berhubungan dengan surat lamaran pekerjaan *(application letter)*.

4.28.1. Menulis surat lamaran pekerjaan *(application letter)*.

ACTIVITY 1

By watching this video try to understand about definition, social function, language feature and also parts of application letter.

Watch the video by clicking on this link below!

ACTIVITY 2

Do this exercise by choosing the best answer!

Text 1

Dear sirs,

With reference to your advertisement in Today's time, I would like to be considered for Marketing Senior Assistant post.

My present position in n an electronic marketing staff where I have special responsibility for home appliances. I also have experiences in other electroic goods, like cameras and smart phones. I have been working as a marketing specialist as soon as I completed my first degree in 2012. My tasks among other are building good relationship with distributors and customers, and providing inputs for the company about pricing policies, marketing strategies, and customer satisfaction.

Hoping to hear from you soon, I enclose my curriculum vitae and rencent photograph.

Yours faithfully,
Harry Clarks

LIVEWORKSHEETS

1. Why does the sender write the letter?
   A. To apply for a certain position.
   B. To provide inputs for the company.
   C. To give information about his speciality.
   D. To convince the readers about his experience.

2. What does the sender possibly do after sending the letter?
   A. Wait for the response of the recipient.
   B. Call the recipient for the confirmation.
   C. Work as a marketing specialist.
   D. Complete his firs degree

3. "…I enclose my curriculum vitae.." The word "enclose" is in the closest meaning to…
   A. Hedge.
   B. Attach.
   C. Confine.
   D. Encircle

Text 2

Taylor, Inc.
694 Rockstar Lane
Durham, NC 27708

Dear Human Resources Director:
I just read an article in the New and Observer about Taylor's new computer center just north of Durham. I would like to apply for a position as an entry-level programmer at the center.

I understand that Taylor produces both in-house and customer documentation. I am a fresh graduate of DeVry Institute of Technology in Atlanta with an Associate's Degree in Computer Science. In addition to having taken a broad range of courses, I served as a computer consultant at the college's computer center where I helped train computer users on new systems.

I will be happy to meet you at your convenience and discuss how my education and experience match your needs. You can reach me at my home address, at (9191) 233-1552, or at rock@devry.alumni.edu.

Sincerely,
Raymond Krick

4. Why did Mr. Krick write the letter?
   a. To apply for a job.
   b. To ask for some information.
   c. To introduce himself to Taylor.
   d. To explain his educational background.

5. How does Mr. Krick know the vacancy?
   a. From the radio.

LIVEWORKSHEETS

b. From a colleague.
c. From a newspaper.
d. From the television.

6. What will the Human Resources Director probably do after reading the letter?
a. Evaluate the salary offered.
b. Start working at Taylor, Inc.
c. Promote Mr. Krick to be a manager.
d. Ask Mr. Krick to come for an interview

7. What is the synonym of the word 'fresh'?
a. Old
b. New
c. Urgent
d. Present

Text 3

225 New Station Road,
Agra – 7
March 2, 2007
To: The Manager,
Navajivan Trading Co.

Dear Sir, ,
In response to your advertisement in "The Times of India" of today that you are on the lookout for enterprising and capable men who can take up market research for you, I respectfully offer myself as candidate for the post. I give below in brief my qualifications and experience in the line for your kind consideration.

I am a diploma holder in commercial courses from S.D. College of Commerce, Agra, and had taken marketing as my .special subject of study. I have worked as a field investigator with Messrs Kirpal Marketing and Trading Co., Agra for about two years on a salary of Rs. 1 800/-p.m. and had the privilege of winning laurels from my superiors in regard to my work as well as general conduct.

I am a young man of about 24 years and possess good health and personality. I have pleasing manners, hardworking disposition and keenness for outdoor jobs. I am unmarried and can be posted to any area of the country for market study. I can speak, beside Hindi, Punjabi, and English, some southern languages too. I can join immediately.

I shall highly appreciate if an opportunity is given to me to explain my experience to you in person during my interview. Would you kindly let me know the time and date when it will be convenient for you? Thanking you, I am looking forward to hearing from you.
Yours faithfully,
B.K. Bhalla

8. What position does Bhalla apply for?
A. A candidate of a reporter in 'The Times of India'.
B. A candidate of a market researcher.

LIVEWORKSHEETS

C. A candidate of a field investigator.
D. A candidate of a university lecturer.

9. What will the company most probably do before inviting Bhalla to an interview?
   A. To ask him to hold a press conference.
   B. To admit him directly as a new employee.
   C. To find information from his former employer.
   D. To send back his application letter without notice.

10. "I give below in brief my qualifications …" (paragraph 1). The antonym of the phrase "brief" is …
   A. long
   B. short
   C. concise
   D. simple

ACTIVITY 3

Drag and drop the following headings to the corresponding part of the letter.

Address written to	Personal qualities	Salutation	Subscription
Closing remark	Experience	Sender's address	
Date	Reason for writing	Signature	

Acccesories Shop

Golden Street, London

[ ]

[ ] ← 24, Oxford Road

London

[ ]

12th June 2021

Dear Sir/Madam, → [ ]

I am writing to apply for the job of shop assistant advertised in the Daily Mail of 11th June. → [ ]

I am 25 years old. I have already worked as shop assistant in a small shop and would like the opportunity to work in a larger one. I speak fluent English and know a little French and German.

[ ]

LIVEWORKSHEETS

I enjoy working as part of a team and consider myself to be a friendly and organized person.

I enclose a photograph and my CV and I would be glad to attend an interview at any time.

Your sincerely,

Ben Potter

ACTIVITY 4

Match the following part of the application letter.

OPENING	•	I am writing in reply to your addvertisement …
EXPERIENCE AND QUALIFICATIONS	•	Currently, I am working as a … I have five years experience in this sector I am in charge of … As you can see from my CV, …
REASONS FOR APPLYING	•	I am particularly interested in this position … I am very keen to use my English …
CLOSING THE LETTER	•	I loo forward to hearing from you. I will be available for interview from … I would be more than happy to discuss … Please do not hesitate to contract me for …

LIVEWORKSHEETS