



LEMBAR KERJA PESERTA DIDIK (LKPD)
SMA NEGERI 15 BONE
TAHUN PELAJARAN 2022-2023

Mata Pelajaran : Bahasa Inggris
Kelas/Semester : XII/I
Materi Pokok : **Surat Lamaran Kerja**

Nama
Kelas

Read the application letters, and then complete the table as follow!

Application Letter 1

July 31, 2020

Head of HRD
Money for Everyone
Jakarta

With respect,

Based on the information I received from social media (Instagram), PT Money for Everyone has a job opening as Finance Staff. In connection with that, I would like to apply for that position.

Here is my brief biography:

Name: Panthera Tigris

Gender: Male

Date of Birth: Padang, 17 August 1996

Education: S1 Economy

Phone number: 08765667231

Email: pantheratigris@yahoo.com

I can speak English both oral and verbal. I also have the skill to operate software for the office that I believe would really help at work. For your consideration, I have also attached multiples such as:

- Resume
- Copy of transcript
- Photocopy of Diploma
- Latest photograph
- Government ID copy
- Driving License

I hope I can get to the next test so I can talk about my abilities and capabilities in person with you. Thank you for the attention.

With Regard,

Panthera Tigris

Application letter 2

Surabaya, February 23, 2020

Mr. Harry Saputro
Head of Human Resource Division
PT Santosa Jaya Bima
Jl. Dewa Pusaka No.137

Surabaya

Dear Mr. Harry,

Based on advertising on your company's official website, posted on February 17, 2020 about the position as public relation in your company, I would like to apply to fill the position.

I completed my bachelor degree in public relation from Universitas Aksama Vindra. Before this, I worked with PT Atiria Puspa and had successfully handled the connection with 120 partners in different backgrounds.

As you know from my resume, I am also a hard worker, goal oriented, and disciplined person. I would love to work with the same energy in PT Santosa Jaya Bima.

I would appreciate the opportunity to meet you and discuss about my possibility of joining your company.

You can reach me through email at salinafirna@gmail.com or call me at 08023587498.

Thank you for devoting time to read my job application and resume. I wish you a beautiful day.

Best Regards,

Salina Ani Firna

No	Identification	Application Letter 1	Application Letter 2
1	Social Function		
2	Generic Structure		
	Applicant's Address		
	Date		
	Employer's Address		
	Salutation		
	Opening Paragraph		
	Body of Letter		
	Closing Paragraph		
	Complimentary Close		
	Signature		
3	Language Feature		
	Simple Present Tense		
	Simple Past Tense		