APPLICATION LETTER

Memahami makna

A. Tujuan Pembelajaran

Setelah kegiatan pembelajaran ini peserta didik diharapkan:

1. Mampu menemukan makna berkaitan dengan fungsi sosial dalam surat lamaran pekerjaan.
2. Mampu menemukan makna berkaitan dengan bagian-bagian surat lamaran pekerjaan berdasarkan struktur kebahasaan yang benar

B. Uraian Materi

Pada pembelajaran sebelumnya, Anda telah mempelajari fungsi sosial dan struktur kebahasaan surat lamaran pekerjaan dan juga lowongan pekerjaan yang ditawarkan. Marilah sekarang kita berlatih untuk memahami lowongan pekerjaan serta surat lamaran pekerjaan sehingga pada akhirnya Anda mampu menulis surat lamaran pekerjaan yang sesuai dengan kualifikasi yang Anda miliki.
Nah, sekarang untuk memahami surat lamaran pekerjaan mari kita pelajari informasi tentang surat tersebut bagian per bagian.

Try to read the following letters.

Text 1.

Elizabeth Johnson
12 Jones Street, Portland, Maine 04101 · 555-555-5555 ·
elizabethjohnson@email.com

August 11, 2020

Mark Smith
Manager, Human Resources
Veggies to Go
238 Maine Street
Portland, Maine 04101

Dear Mr. Smith,

I was so excited when my former coworker, Jay Lopez, told me about your opening for an administrative assistant in your Portland offices. A long-time Veggies to Go customer and an experienced admin, I would love to help the company achieve its mission of making healthy produce as available as takeout.

I've worked for small companies for my entire career, and I relish the opportunity to wear many hats and work with the team to succeed. In my latest role as an administrative assistant at Beauty Corp, I saved my employer thousands of dollars in temp workers by implementing a self-scheduling system for the customer service reps that cut down on canceled shifts. I also learned web design, time sheet coding, and perfected my Excel skills.

I've attached my resume for your consideration and hope to speak with you soon about your needs for the role.

Sincerely,
Elizabeth Johnson (signature hard copy letter)
Elizabeth Johnson

LIVEWORKSHEETS

Text 2

John Donaldson
8 Sue Circle, Smithtown, CA 08067 • 909-555-5555 •
john.donaldson@emailexample.com

August 14, 2020

George Gilhooley Times Union
87 Delaware Road Hatfield, CA 08065

Dear Mr. Gilhooley,

I am writing to apply for the programmer position advertised in the Times Union. As requested, I enclose a completed job application, my certification, my resume, and three references.

The role is very appealing to me, and I believe that my strong technical experience and education make me a highly competitive candidate for this position. My key strengths that would support my success in this position include:
I have successfully designed, developed, and supported live-use applications. I strive continually for excellence. I provide exceptional contributions to customer service for all customers.

With a BS degree in Computer Programming, I have a comprehensive understanding of the full lifecycle for software development projects. I also have experience in learning and applying new technologies as appropriate. Please see my resume for additional information on my experience.

I can be reached anytime via email at john.donaldson@emailexample.com or by cell phone, 909-555-5555.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,
John Donaldson (signature hard copy letter)
John Donaldson

Secara umum informasi apa yang ada dalam surat tersebut. Apa perbedaan mendasar dari kedua surat tersebut? **Benar**, siapa yang menulis surat, orang dituju dan dimana alamat kantor itu berada jelas berbeda. Tepat sekali kita focus di bagian awal surat. Perhatikan dan bandingkan kedua surat tersebut!

Text 1	Text 2
Elizabeth Johnson 12 Jones Street, Portland, Maine 04101 · 555-555-5555 · elizabethjohnson@email.com	John Donaldson 8 Sue Circle, Smithtown, CA 08067 · 909-555-5555 · john.donaldson@emailexample.com
August 11, 2020	August 14, 2020
Mark Smith Manager, Human Resources Veggies to Go 238 Maine Street Portland, Maine 04101	George Gilhooley Times Union 87 Delaware Road Hatfield, CA 08065

LIVEWORKSHEETS

Informasi ini terkait :

- Full Name
- Phone Number
- Email
- Date
- Name of the hiring manager / their professional title
- Name of the company you're applying to

Bagaimana bisa diikuti? Pasti Anda mampu untuk mengetahui bagaimana jika ingin mengetahui tentang informasi, siapa yang menulis surat lamaran (the applicant), pihak yang dituju serta alamatnya.
Selanjutnya, jika ingin mengetahui informasi terkait bagaimana pelamar mendapatkan informasi tentang lowongan pekerjaan, posisi yang akan diisi, dan alasan melamar pekerjaan di perusahaan (The purpose of the letter).

Perhatikan paragraf pembuka surat di bawah ini.

I was so excited when my former coworker, **Jay Lopez, told me about your opening for an administrative assistant in your Portland offices.** A long-time Veggies to Go customer and an experienced admin, I would love to help the company **achieve its mission of making healthy produce as available as takeout.**

Jelas bahwa pelamar mengetahui informasi ini dengat tepat.
Great! Anda luar biasa mampu menemukan informasi dalam pargraph pembuka. Sekarang jika kita ingin mengetahui tentang kualifikasi, pengalaman dan pendidikan yang dimiliki oleh pelamar, mari perhatikan paragraph 2 dan 3. Namun ada hal penting yang harus kita ketahui yaitu kata kata kunci terkait kualifikasi seseorang.

Key Skills	Profession
• Self motivated • Initiative with a high level of energy. • Strong verbal and personal communication skills. • Decision making, critical thinking, organizing and planning • Tolerant and flexible to different situations.	**Teacher**
• An experienced team leader with the ability to initiate/manage cross-functional teams and multi-disciplinary projects. • Critical thinking, decision-making and problem solving skills. • Planning and organizing. • Excellence Personal Communication skills.	**Project Manager**
• Strong communication skills • Problem analysis and problem solving • Organizational skills and customer service orientation • Adaptability and ability to work under pressure • Initiator	**Customer Care**

LIVEWORKSHEETS

• Analytical thinking, planning. • Accuracy and Attention to details. • Organization and prioritization skills. • Problem analysis, use of judgment and ability to solve problems efficiently.	**Accounting**

Perhatikan paragraf di bawah ini terkait informasi pengalaman yang dimiliki serta keahlian yang dimiliki pelamar.

I've worked for small companies for my entire career, and I relish the opportunity to wear many hats and work with the team to succeed. In my latest role as an administrative assistant at Beauty Corp, I saved my employer thousands of dollars in temp workers by implementing a self- scheduling system for the customer service reps that cut down on canceled shifts. I also **learned web design, time sheet coding, and perfected my Excel skills.**

Tentunya kalimat yang dicetak tebal mengarahkan kita untuk mengetahui kelebihan, pengalaman dan keahlian pelamar.

Nah, kalau kita ingin mengetahui informasi terkait korespondensi dan tindak lanjut maka fokus paragraf terakhir.

I **can be reached anytime via email at john.donaldson@emailexample.com or by cell phone, 909-555-5555.** Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.



- **First paragraph**: Why you are writing. This is "the grab," your chance to grasp your reader by the collar and get their attention. Offer some specific, focused information regarding the job you're seeking and a few core strengths that demonstrate your suitability for the position.
- **Second paragraph**: What you have to offer the employer. This is your hook where you highlight examples of the work performed and achieved results. Draw on your key competencies from your resume, although don't copy it word for word. Bullet points in this paragraph are extremely effective in drawing your reader's eye to your successes.
- **Third paragraph**: Your knowledge of the company. Show that you did your research and know something about the business and how you can contribute to its mission.
- **Fourth paragraph**: Your closing. Summarize what you would bring to the position and suggest next steps by requesting a meeting or suggesting a call.

Selamat, jika mengalami kesulitan baca dan pelajari kembali materi-materi pembelajaran sebelumnya.

C. Rangkuman

Informasi dalam surat lamaran kerja :
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.

LIVEWORKSHEETS

D. Latihan Soal

Read the application letter below. Then, match the generic structure.

Generic Structure
The Introduction
The signature
A greeting
The heading
The body
The Close
The address

Elizabeth Johnson
12 Jones Street, Portland, Maine 04101 · 555-555-5555 ·
elizabethjohnson@email.com

August 11, 2020

Mark Smith
Manager, Human Resources
Veggies to Go
238 Maine Street
Portland, Maine 04101

Dear Mr. Smith,

I was so excited when my former coworker, Jay Lopez, told me about your opening for an administrative assistant in your Portland offices. A long-time Veggies to Go customer and an experienced admin, I would love to help the company achieve its mission of making healthy produce as available as takeout.

I've worked for small companies for my entire career, and I relish the opportunity to wear many hats and work with the team to succeed. In my latest role as an administrative assistant at Beauty Corp, I saved my employer thousands of dollars in temp workers by implementing a self-scheduling system for the customer service reps that cut down on canceled shifts. I also learned web design, time sheet coding, and perfected my Excel skills.

I've attached my resume for your consideration and hope to speak with you soon about your needs for the role.

Sincerely,

Elizabeth Johnson (signature hard copy letter)

Elizabeth Johnson

LIVEWORKSHEETS