MADRASAH ALIYAH NEGERI 3
Sleman - Yogyakarta
Boarding School & Madrasah Para Juara

LEMBAR KERJA PESERTA DIDIK
(LKPD) DIGITAL
MATA PELAJARAN BAHASA INGGRIS

Name/Class/student number:

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KEGIATAN BELAJAR

MATA PELAJARAN : BAHASA INGGRIS

KELAS XII

A. Kompetensi dasar

3.2 Membedakan 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.

4.2 Surat Lamaran Kerja

4.2.1 Menangkap makna secara kiontekstual terkait fungsi sosial, struktur teks dan unsur kebahasaan teks khusus dalam bentuk surat lamaran kerja dengan memberi dan meminta informasi terkait jati diri, latar belakang pendidikan/pengalaman kerja

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

B. Tujuan Pembelajaran

Setelah mempelajari modul ini diharapkan siswa dapat

(1) Membedakan fungsi sosial, struktur teks dan unsur kebahasaan teks lamaran kerja

(2) Memahami fungsi sosial, struktur teks dan unsur kebahasaan teks lamaran kerja

(4) Menyusun teks lamaran kerja

C. Materi

a) The Definition of Caption

An application Letter is a formal letter written to apply for a job.

b) Social Function of Caption

The social function of caption is to apply a job.

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c) Structure of Caption

1. Applicant's address
   a. Name
   b. Address
   c. Phone number
   d. Email address
2. Date
   a. American style : July, 1st 2021
   b. British style: 1st July, 2021
3. Employer's address
   a. Employer's name
   b. Job title
   c. Company's name
   d. Company's address
4. Salutation
   a. Dear Sir/Madam
   b. Dear Mr/Mrs.
5. Opening paragraph

   I would like to apply for the vacant post of tour guide as advertised on Jakarta Post Website on July 7th, 2021.
6. Body of the letter

   I am female, 19 years old, a graduate of SMK Semangat Bangsa majoring in Tour and Travel studies. I worked for PT Wira Wiri Tour, first as a ticketing staff, to put my knowledge and skills into practice. Then I got promoted as a junior tour as a junior tour guide when the company considered my potentials. I attached my CV, recent photograph, scans of ID card, and education certificates. People find me friendly, highly motivated and hardworking, able to work under pressure, and endure long out of town trips. I have fast knowledge pf Indonesian tourism and speak fluent English and Mandarin.
7. Closing paragraph

   I would be more than glad to be present if you wish to meet me in person for an efficient interview. I can be reached by phone as well as email.
8. Closing: Yours sincerely/ Yours faithfully
9. Signature: name dan tanda tangan

Enclosement: Lampiran
1. Resume/CV
2. Identity Card
3. Recent Photo

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d) Now, please watch this video!

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e) Task 1
Complete the application letter by dragging and dropping the box!

……(1)

……(2)

..... (3)

.....(4)

.....(5)

.....(6)

.....(7)

..... (8)

.....(9)

..... (10)

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Personal Manager
Global Tech & Co
PO Box 2920
Singapore 456750

Dear Sir/Madam,

September 10th , 2021

I have enclosed my resume for your consideration with the copies of my certificates and qualifications. I would relish the opportunity to work as part of an enthusiastic office staff. I look forward to the opportunity for an interview.

Although I lack practical experience in the field of advertising, my past work experience have shown that I'm able to learn quickly from experienced staff. In my previous job as a teacher, it was necessary to understand the difficulties and the same time, to motivate them to strive for the best in their academic works.

Jln. Merbabu 213
Palembang

Bela

Yours sincerely,

Bella Rain

I am writing regarding your advertisement in Times on September 4th , 2021. I have given careful consideration for the job description and believe that I have the necessary qualifications and personal attributes to take up the position.

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