

Application Letter

Let's write it

A. Tujuan Pembelajaran

Setelah kegiatan pembelajaran kali ini diharapkan peserta didik mampu:

1. Memilih lowongan pekerjaan yang sesuai dengan data diri yang dimiliki.
2. Menulis surat lamaran pekerjaan sesuai dengan struktur dan kaidah kebahasaan yang benar.

B. Uraian Materi

Setelah Anda berlatih pada kegiatan pembelajaran sebelumnya, sekarang saatnya Anda berlatih menyusun surat lamaran pekerjaan yang mampu meyakinkan perusahaan untuk menerima lamaran Anda.

Apa yang harus dilakukan pertama kali? Benar. Pelajari lowongan pekerjaan yang tersedia.

Look at closely the job vacancy provided below. Then, pay attention to the information related to the company, the address, the position offers, requirements needed, and how to correspondence.



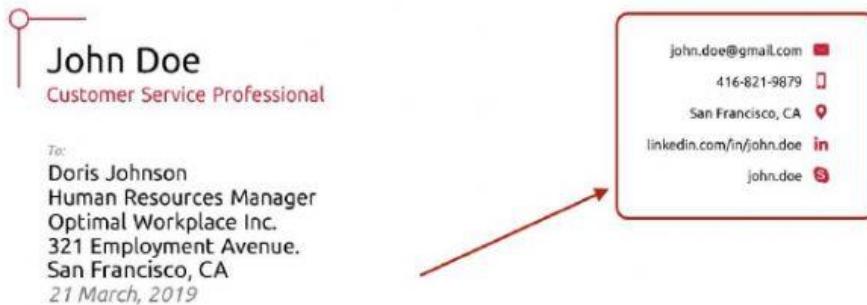
The image is a job advertisement for Infinite Studios. At the top, there is a banner showing various animated characters from shows like TATSUMI, TATTY & TUMMIE, TOWMY, GARFIELD, OCTONAUTS, and Peter Rabbit. Below this, the Infinite Studios logo is displayed with the text: "INFINITE STUDIOS" and "Infinite Studios, an integrated media entertainment & creative services company dedicated to the production of film, TV & new media content." The main heading "CURRENTLY RECRUITMENT FOR" is followed by a green box containing the text "URGENTLY NEEDED". Below this, there is a list of positions: "STORYBOARD ARTIST", "3D MODELER & TEXTURE ARTIST", "RIGGER", and "3D ANIMATOR". A green box at the bottom left indicates the "END OF JUNE 2014". At the bottom left, there is a box with the text "Send your application, CV to : fwcareers@frameworks-studios.com". At the bottom right, there is a box with the text "INFINITE studios" and "PT KINEMA SYSTRANS MULTIMEDIA Jl.Hong Lekeh KM 2, Teluk Moto Ikan Nongko Botan 29465 Tlp. 0778-761452 Fax. 0778-761044".

Sumber : <https://www.polibatam.ac.id/job-vacancies-in-infinite-studios/>

Information	Vacancy
Company	Infinite Studios (PT. Kinema Sistran Multi Media)
Address	Jl Hang Lekiu Km. 2, Batam. Indonesia
Position Offers	Story Board Artist, 3 Modeller, Rigger and 3 D Animator.
Qualification Needed	Find on their website. (www.kinema.framework.studios.com)
Further Correspondence	Website and email.

Selanjutnya apa yang harus dilakukan?
Perhatikan langkah-langkah di bawahini.

1) Start the Cover Letter with a Header



Here, you want to include all essential information, including:

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

2) Make salutations

Different Cover Letter Salutations

When You Have
a Contact Person:

- Dear Mr. Jones,
- Dear Ms. Smith:

When You Don't
Have a Contact Person:

- Dear Sir or Madam,
- Dear Hiring Manager,
- To Whom It May Concern:



the balance

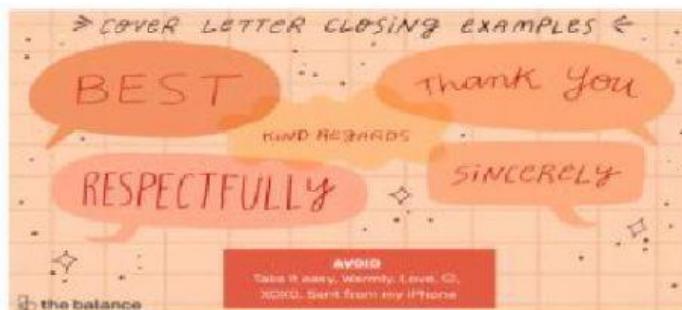
3) Write an Attention-Grabbing Introduction

Start off with **2-3 of your top achievements** to really grab the reader's attention. Preferably, the achievements should be as relevant as possible to the position.

4) Explain why you're the perfect person for the job and fit to the company.

You need to learn what the most important requirements for the role are. So, open up the job ad and **identify which of the responsibilities are the most critical.**

5) Use the right formal closing



Top Tips for writing

1. Begin and end the letter appropriately.
 - Beginning: Dear Sir or Madam with no name - Closing: Yours faithfully
 - Beginning: Dear Mr / Mrs / Ms + surname - Closing: Yours sincerely
2. Give a clear reason for writing.
 - I am writing with regard to ... / to enquire about ... / to apply for ... / to express interest in ...
3. Use linking words to join similar ideas into paragraphs.
4. Include a summary comment near the end of your letter.
 - I hope you will find this information useful.
 - I would be very grateful for your assistance in this matter.
5. Close your letter with a set phrase.
 - I look forward to hearing from you.

C. Rangkuman

Dalam menyusun surat lamaran pekerjaan perlu memperhatikan beberapa hal pokok seperti contoh di bawah ini :

Your name
Your address
Your email address
Your phone number

Date

Name of hiring manager or supervisor

Title of hiring manager or supervisor

Company name

Company address

Salutation [Dear Mr./Ms.],

Outline where you saw the job posting and express your interest in working in this role.

Discuss some of your qualifications that would make you a good fit for the job.

Describe your past experience in a way that emphasizes your personality and skills, while also showcasing how you align with the goals of the company.

Express your appreciation to the hiring manager for reviewing your letter. Include any follow-up information, if applicable.

Closing [Sincerely, Best]
Your signature
Your name (printed)

D. Latihan Soal

Arrange the following jumbled letter into a correct order by dragging and dropping to the table given!

5 North Street San Francisco, CA, 94102	October 17th, 2020
Michael Dunn	Kate West Comfort Transportation Company 12 North Street San Francisco, CA, 94102
Dear Mr. West:	Sincerely yours, Michael Dunn
I thank you very much for considering me for this post. Should you need to contact me, you can do so by calling or emailing me at the number or email address in my attached resume.	
I am aware of the driver position advertised in today's local newspapers. Therefore, I would like to put forward my application for the position.	
I have proper driving license and have been working as a bus driver for ten years in Miami. I am reliable and trustworthy employee and am ready to work long hours. I am punctual and capable of driving safely and carefully under any circumstances. I am confident that I could do very well in your company as I usually did in my former employer.	
