

## 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.

ANIMATION

TATSUMI

INFINITE STUDIOS

Infinite Studios, an integrated media entertainment & creative services company dedicated to the production of film, TV & new media content.

CURRENTLY RECRUITMENT FOR

URGENTLY NEEDED

- STORYBOARD ARTIST
- 3D MODELER & TEXTURE ARTIST
- RIGGER
- 3D ANIMATOR

END OF JUNE 2014

Send your application, CV to :  
fwcareer@frameworks-studios.com

For more information please check our website:  
www.kinema.frameworks-studios.com

Contact Person:  
Dian Febrika 081364542696

INFINITE studios

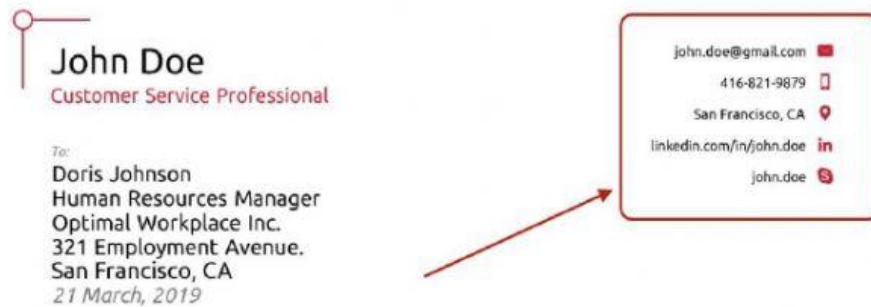
PT KINEMA SYSTRANS MULTIMEDIA  
Jl. Hong Lekku KM 2, Teluk, Mato Ikam  
Mangrove Batam 29465  
Tlp. 0778-761452 Fax. 0778-761044

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.

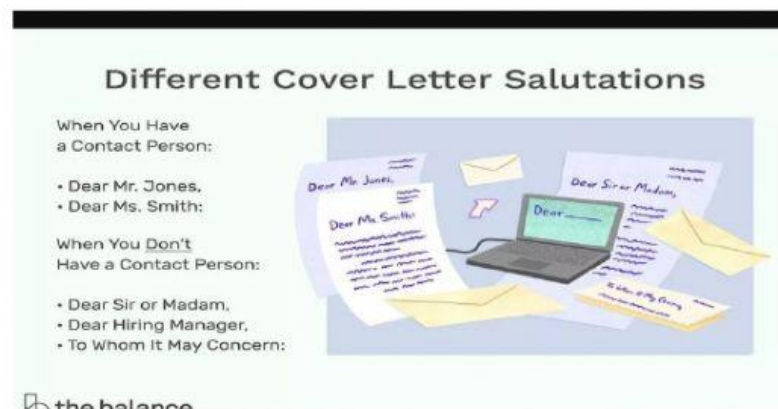
### 1) Start the Cover Letter with a Header



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



### 3) Write an Attention-Grabbing Introduction

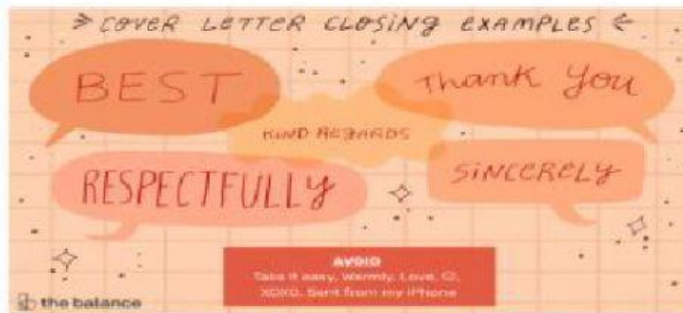
Start off with **2-3 of your top achievements** to really grab the reader's attention. Preferably, the achievements should be as relevant as possible to the position.

### 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.	
