

## RENCANA PELAKSANAAN PEMBELAJARAN (RPP)

Sekolah	: SMK Negeri 1 Buntok
Mata Pelajaran	: Bahasa Inggris
Kelas/Semester	: XII/5
Materi Pokok	: Application Letter
Alokasi Waktu	: Pertemuan 1 (2x30 menit)

### 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 kontekstual terkait fungsi sosial, struktur teks, dan unsur kebahasaan teks khusus dalam bentuk surat lamaran kerja, yang memberikan informasi antara lain jati diri, latar belakang pendidikan/pengalaman kerja.

### B. Tujuan Pembelajaran

Melalui pendekatan saintifik dengan menggunakan model pembelajaran *Discovery Learning*, siswa diharapkan terampil :

1. Mengidentifikasi bagian-bagian apa saja yang terdapat didalam surat lamaran kerja dengan cara mengisi bagian-bagian tersebut kedalam tabel dengan tepat.
2. Menjawab pertanyaan dalam bentuk isian singkat terkait isi surat lamaran kerja dengan benar.

Sehingga setelah pembelajaran, siswa dapat mencapai KKM secara bertanggung jawab, jujur, dan disiplin.

### C. Langkah-langkah Kegiatan Pembelajaran

#### Pertemuan 1

##### 1. Kegiatan Pendahuluan (5 menit)

Sintak	Langkah-langkah Kegiatan	Moda
	Salam, absensi, apersepsi, pemberian motivasi, menyampaikan tujuan dan cakupan materi	Zoom

##### 2. Kegiatan Inti (45 menit)

Sintak	Langkah-langkah Kegiatan	Moda
Stimulation (Pemberian Rangsangan)	<ol style="list-style-type: none"><li>1. Siswa menonton sebuah video tentang surat lamaran kerja. (<a href="https://www.youtube.com/watch?v=kjscHvMhLE8&amp;t=80s">https://www.youtube.com/watch?v=kjscHvMhLE8&amp;t=80s</a>)</li><li>2. Siswa mencatat informasi penting dari video tentang surat lamaran kerja yang ditonton.</li></ol>	Zoom
Identifikasi Masalah	<ol style="list-style-type: none"><li>3. Siswa bertanya jawab dengan guru berdasarkan informasi pada video terkait bagian-bagian apa saja yang terdapat didalam surat lamaran kerja.</li></ol>	Zoom
Data Collection	<ol style="list-style-type: none"><li>4. Siswa menuliskan bagian-bagian yang terdapat didalam surat lamaran kerja secara individual dengan cara mengisi tabel pada surat lamaran kerja.</li></ol>	Whatsapp grup, zoom

(Pengumpulan Data)	5. Siswa mengirimkan foto hasil kerjanya di whatsapp grup. 6. Siswa dan guru bersama-sama membahas hasil kerja siswa tentang bagian-bagian apa saja yang harus ada didalam surat lamaran kerja.	
Data Processing (Pengolahan Data)	7. Siswa mengerjakan soal mengenai isi surat lamaran kerja secara mandiri. 8. Siswa dan guru bersama-sama membahas hasil kerja siswa.	Whatsapp grup, zoom

### 3. Kegiatan Penutup (10 Menit)

Sintak	Langkah-langkah Kegiatan	Moda
	Kesimpulan, evaluasi, refleksi, penyampaian materi selanjutnya.	Zoom, GC

#### D. Penilaian

- Sikap : Observasi selama pembelajaran (bertanggung jawab, jujur, disiplin)  
 Pengetahuan : Berupa tes tertulis mengisi tabel tentang bagian-bagian dalam surat lamaran kerja  
 Keterampilan : Unjuk kerja (Menjawab pertanyaan terkait isi surat lamaran kerja)

#### E. Program Tindak Lanjut

##### 1. Remedial

Peserta didik yang belum mencapai KKM (65) diberi tugas untuk mempelajari kembali teks tentang surat lamaran kerja yang telah diberikan. Setelah itu diberikan teks surat lamaran kerja lain dan siswa mengisi tabel tentang bagian-bagian penting yang ada didalam surat lamaran kerja tersebut.

##### 2. Pengayaan

Bagi siswa yang mempunyai nilai di atas 65 diberi pengayaan berupa tugas mandiri untuk menjelaskan isi dari surat lamaran kerja secara lisan dengan mengirimkan voice note dan dikirim secara pribadi kepada guru.

Mengetahui,  
Kepala Sekolah

Buntok,  
Guru Mata Pelajaran

H. JOKO LELONO, SP, MM  
NIP 19630208 198903 1 020

EEMTISNAYATY, M.Pd  
NIP 19790509 200501 2 019

## Lampiran 1 Materi Pembelajaran

### Membangun Koneksi

Look at the picture. What do you think of the picture?



[https://aderuslana.files.wordpress.com/2012/01/smk\\_lulus1.jpg](https://aderuslana.files.wordpress.com/2012/01/smk_lulus1.jpg)

1. What are you going to do after graduating from school?
2. What is your dream job?
3. Why do you want that job?
4. When we want to apply for a job, what do we usually prepare?

### Kegiatan Inti

1. Siswa menonton sebuah video tentang surat lamaran kerja.

### Video



<https://www.youtube.com/watch?v=kjscHvMhLE8&t=80s>

2. Siswa mencatat informasi penting dari video tentang surat lamaran kerja yang ditonton.

3. Siswa bertanya jawab dengan guru berdasarkan informasi pada video terkait bagian-bagian apa saja yang terdapat didalam surat lamaran kerja.  
List of questions  
What did you see in the video?  
Have you ever see this kinds of letter?  
Can you mention the parts of application letter based on the video?
4. Siswa menuliskan bagian-bagian yang terdapat didalam surat lamaran kerja secara individual dengan cara mengisi tabel pada surat lamaran kerja.

Text 1

Lilis Handayan  
Jl. A. Yani 389  
Surabaya, 65151  
April, 19 2015

Mr. Frank Peterson, Personnel Manager Jeans and Co.  
Jl. Raya Pandaan 186  
Pandaan Pasuruan, Jawa Timur, 98502  
Dear Mr. Peterson

I am writing to you in response to your advertisement for a local branch manager newspaper appeared in the Jawa Pos on Sunday, June 15. As you can see from my enclosed resume, my experience and qualifications match this position's requirements.

My current position, managing the local branch of a national shoe retailer, has provided the opportunity to work under a high-pressure, team environment, where it is essential to be able to work closely with my colleagues in order to meet sales deadlines. In addition to my responsibilities as manager, I also developed time management tools for staff using Access and Excel from Microsoft's Office Suite.

Thank you for your time and consideration. I look forward to the opportunity to personally discuss why I am particullary suited for this position. Please call me after 4.00 p.m. to suggest a time we may meet. I can be reached via telephone number 031-858564 or by email at [lilish@yahoo.com](mailto:lilish@yahoo.com).

Sincerely,

*Lilis Handayani*

(Buku Pegangan Siswa Bahasa Inggris SMA/MA, SMK/MAK kelas XII, Jakarta : Kementerian Pendidikan dan Kebudayaan, 2018)

5. Siswa dan guru bersama-sama membahas hasil kerja siswa tentang bagian-bagian apa saja yang harus ada didalam surat lamaran kerja.
6. Siswa mengerjakan soal mengenai isi surat lamaran kerja secara mandiri.
7. Siswa dan guru bersama-sama membahas hasil kerja siswa.

## Definition

Application letter is a letter business letter or a letter that have function to apply a job in a company or an institution.

### Parts of Application Letter

- Heading
  - Sender address,
  - Date,
  - Company address
- Salutation/Greeting

Dear Mr/Ms. Last name

- Opening Paragraph  
Explain the basic reason for the application letter. What job are you applying for? When and where did you see the position advertised? If it is not advertised, state how you heard about the position.
- Body
  - Educational background  
Include information about your education and your age
  - Work experience  
Describe your work experience and how long your experience, also the place
  - Qualifications  
Mention your qualification and mention specifically how your qualifications match the job you are applying for
- Closing Paragraph  
Conclude your application letter by thanking the employer for considering you for the position. You can put your contact number or email address to make the company easier to follow up.
- Closing
  - Sincerely, faithfully, best regard
  - Signature
  - Name

## Lampiran 2 LK

Watch the video and write the important information from the video!

(<https://www.youtube.com/watch?v=kjscHvMhLE8&t=80s>)

1. What did you see in the video?
2. Have you ever seen this kinds of letter?
3. Can you mention the parts of application letter based on the video?

Expected answer for the question from video

1. Someone who write the letter
2. Yes, I have
3. Date, sender address, company address, salutation, etc.

### Task 1

Write each part of this application letter correctly in the table!

Application Letter	Parts of Letter
Lilis Handayani Jl. A. Yani 389 Surabaya, 65151	
April, 19 2020	
Mr. Frank Peterson, Personnel Manager Jeans and Co. Jl. Raya Pandaan 186 Pandaan Pasuruan, Jawa Timur, 98502	
Dear Mr. Peterson	
I am writing to you in response to your advertisement for a local branch manager newspaper appeared in the Jawa Pos on Sunday, June 15. As you can see from my enclosed resume, my experience and qualifications match this position's requirements.	
My current position, managing the local branch of a national shoe retailer, has provided the opportunity to work under a high-pressure, team environment, where it is essential to be able to work closely with my colleagues in order to meet sales deadlines. In addition to my responsibilities as manager, I also developed time management tools for staff using Access and Excel from Microsoft's Office Suite.	
Thank you for your time and consideration. I look forward to the opportunity to personally discuss why I am particullary suited for this position. Please call me after 4.00 p.m. to suggest a time we may meet. I can be reached via telephone number 031-858564 or by email at <a href="mailto:lilish@yahoo.com">lilish@yahoo.com</a> .	
Sincerely, Lilis Handayani	

## Answer Key

### Task 1

Application Letter	Parts of Letter
Lilis Handayani Jl. A. Yani 389 Surabaya, 65151	Sender address
April, 19 2020	Date
Mr. Frank Peterson, Personnel Manager Jeans and Co. Jl. Raya Pandaan 186 Pandaan Pasuruan, Jawa Timur, 98502	Company address
Dear Mr. Peterson	Salutation
I am writing to you in response to your advertisement for a local branch manager newspaper appeared in the Jawa Pos on Sunday, June 15. As you can see from my enclosed resume, my experience and qualifications match this position's requirements.	Opening paragraph
My current position, managing the local branch of a national shoe retailer, has provided the opportunity to work under a high-pressure, team environment, where it is essential to be able to work closely with my colleagues in order to meet sales deadlines. In addition to my responsibilities as manager, I also developed time management tools for staff using Access and Excel from Microsoft's Office Suite.	Body
Thank you for your time and consideration. I look forward to the opportunity to personally discuss why I am particullary suited for this position. Please call me after 4.00 p.m. to suggest a time we may meet. I can be reached via telephone number 031-858564 or by email at <a href="mailto:lilish@yahoo.com">lilish@yahoo.com</a> .	Closing paragraph
Sincerely, Lilis Handayani	Closing

## Task 2

### Text 1

Lilis Handayani  
Jl. A. Yani 389  
Surabaya, 65151  
April, 19 2020

Mr. Frank Peterson, Personnel Manager Jeans and Co.  
Jl. Raya Pandaan 186  
Pandaan Pasuruan, Jawa Timur, 98502  
Dear Mr. Peterson

I am writing to you in response to your advertisement for a local branch manager newspaper appeared in the Jawa Pos on Sunday, June 15. As you can see from my enclosed resume, my experience and qualifications match this position's requirements.

My current position, managing the local branch of a national shoe retailer, has provided the opportunity to work under a high-pressure, team environment, where it is essential to be able to work closely with my colleagues in order to meet sales deadlines. In addition to my responsibilities as manager, I also developed time management tools for staff using Access and Excel from Microsoft's Office Suite.

Thank you for your time and consideration. I look forward to the opportunity to personally discuss why I am particularly suited for this position. Please call me after 4.00 p.m. to suggest a time we may meet. I can be reached via telephone number 031-858564 or by email at [lilish@yahoo.com](mailto:lilish@yahoo.com).

Sincerely,

*Lilis Handayani*

(Buku Pegangan Siswa Bahasa Inggris SMA/MA, SMK/MAK kelas XII, Jakarta : Kementerian Pendidikan dan Kebudayaan, 2018)

### Answer the following questions based on the text.

1. Why did Lilis write the letter?
2. To whom is the letter sent?
3. Where did the company advertise the job vacancy?
4. What position is being advertised?
5. What is the applicant's current position?
6. Is there any information when the applicant graduated?
7. What other responsibilities does she have at the moment?
8. Do you think that Lilis is confident about her competence?
9. How do you know that Lilis is confident about her competence?
10. Does Lilis indicate her willingness for an interview?

### Expected Answer

1. To apply for a job
2. Mr. Frank Peterson, Personnel Manager Jeans and Co
3. In the Jawa Pos newspaper
4. Local branch manager
5. Local branch manager of a national shoe retailer
6. No, there is not
7. She also developed time management tools for staff
8. Yes, I think Lilis is confident about her competence
9. She said that her experience and qualifications match this position requirements
10. Yes, she does



### Lampiran 3 Evaluasi

Write each part of this application letter correctly in the table.

Application Letter	Parts of Letter
Ari Permana Jl. Olahraga 27 Majalengka, 45466	
October 20, 2020	
PT Walden Global Service (WGS) Jl. Soekarno Hatta 104 Bandung, West Java 40222	
Dear Sir,	
I am writing to apply for the programmer position advertised in the Jakarta Post. As requested, I am enclosing a completed job application, my certification, my resume and three references.	
The opportunity presented in this listing is very interesting, and I believe that my strong technical experience and education will make me a very competitive candidate for this position. I graduated from Indonesian Computer University with a major in computer engineering on 2018. With a bachelor degree in computer engineering, I have a full understanding of the full life cycle of a software development project. I have successfully designed, developed, and supported live use applications. I also have experience in learning and excelling at new technologies as needed.	
Please see my resume for additional information on my experience. I can be reached anytime via email at <a href="mailto:permanaari@gmail.com">permanaari@gmail.com</a> or my cell phone, 085659877179. Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.	
Sincerely, <i>Ari Permana</i>	

(adapted: Buku Pegangan Siswa Bahasa Inggris SMA/MA, SMK/MAK kelas XII, Jakarta : Kementerian Pendidikan Kebudayaan, 2018)

Expected Answer

Application Letter	Parts of Letter
Ari Permana Jl. Olahraga 27 Majalengka, 45466	Sender address
October 20, 2020	Date
PT Walden Global Service (WGS) Jl. Soekarno Hatta 104 Bandung, West Java 40222	Company Address
Dear Sir,	Salutation
I am writing to apply for the programmer position advertised in the Jakarta Post. As requested, I am enclosing a completed job application, my certification, my resume and three references.	Opening Paragraph
The opportunity presented in this listing is very interesting, and I believe that my strong technical experience and education will make me a very competitive candidate for this position. I graduated from Indonesian Computer University with a major in computer engineering on 2018. With a bachelor degree in computer engineering, I have a full understanding of the full life cycle of a software development project. I have successfully designed, developed, and supported live use applications. I also have experience in learning and excelling at new technologies as needed.	Body
Please see my resume for additional information on my experience. I can be reached anytime via email at <a href="mailto:permanaari@gmail.com">permanaari@gmail.com</a> or my cell phone, 085659877179. Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.	Closing Paragraph
Sincerely, <i>Ari Permana</i>	Closing

(adapted: Buku Pegangan Siswa Bahasa Inggris SMA/MA, SMK/MAK kelas XII, Jakarta : Kementerian Pendidikan Kebudayaan, 2018)

2	1	0
Siswa dapat mengidentifikasi bagian-bagian surat lamaran kerja dengan tepat	Siswa kurang dapat mengidentifikasi bagian-bagian surat lamaran kerja dengan tepat	Siswa tidak dapat mengidentifikasi bagian-bagian surat lamaran kerja dengan tepat

Skor maksimal= (skor yang didapatkan x 5)+20

Read the text carefully and answer the following questions.

Ari Permana Jl.  
Olahraga 27  
Majalengka, 45466  
October 20, 2020

PT Walden Global Service (WGS)  
Jl. Soekarno Hatta 104  
Bandung, West Java 40222

Dear Sir,

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

The opportunity presented in this listing is very interesting, and I believe that my strong technical experience and education will make me a very competitive candidate for this position. I graduated from Indonesian Computer University with a major in computer engineering on 2018. With a bachelor degree in computer engineering, I have a full understanding of the full life cycle of a software development project. I have successfully designed, developed, and supported live use applications. I also have experience in learning and excelling at new technologies as needed.

Please see my resume for additional information on my experience. I can be reached anytime via email at [permanaari@gmail.com](mailto:permanaari@gmail.com) or my cell phone, 085659877179. Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

*Ari Permana*

*(adapted: Buku Pegangan Siswa Bahasa Inggris SMA/MA, SMK/MAK kelas XII, Jakarta : Kementerian Pendidikan Kebudayaan, 2018)*

1. What is the job position that applicant applied for?
2. How does the applicant know the vacancy?
3. How can Mr. Ari be reached?
4. Do you think that Mr. Ari suited for the job position in the company?
5. How do you know that Mr. Ari suited for the job position?
6. What does the applicant enclose in the application letter?
7. What are the skills that applicant presented on the application letter?
8. Why did Mr. Ari write the letter?
9. Does Mr. Ari indicate his willingness for an interview?
10. What does the applicant hope after sending the letter?

Expected Answer

1. Programmer
2. From the Jakarta Post
3. He can also be reached by email
4. Yes, I think that Mr. Ari suited for the job position in the company as a programmer
5. Because Mr. Ari graduated in major computer engineering
6. A completed job application, certification, resume, and three references
7. Mr. Ari has a full understanding of the full life cycle of a software development project
8. To apply for a job in WGS company

- 9. Yes, he does.
- 10. Call for an interview

**Scoring:**

One correct answer	=	2 points
One incorrect answer	=	0 points
Correct number/total numbers *100	=	Total score