

APPLICATION — LETTER —

Here starts
the lesson!

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What is Application Letter?

Application letter is a letter sent with your Curriculum Vitae which explains details about your application to a particular company.

**APPLICATION
LETTER**

SOCIAL FUNCTION

LANGUAGE FEATURE

GENERIC STRUCTURE





SOCIAL FUNCTION

- ✓ As a formal request
- ✓ for your consideration
- ✓ as a means of communication

GENERIC STRUCTURE



- The Salutation
- The Opening
- The main message or body
- The close
- The complimentary close

LANGUAGE FEATURES

Use Simple Present Tense



Use Formal Language



Write politely, affectively and communicative



Explain an obvious why you are writing in opening statement



Targeted subject line, include the job title and a branding statement



Explain your accomplishments which the company may need it to hire you



Language Feature

Application Letter should consist of three paragraphs.



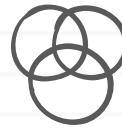
First paragraph

specifies the position for which you are applying and the means by which you came to know about the job opportunity.



Second paragraph

identifies the job requirements and lists your skills and qualifications as evidence of how you would be the ideal person for the position.



Third paragraph

outlines your availability for an interview, thus suggesting a concrete follow-up to your application.

Example Of Application Letter

Bekasi, December 27, 2016

Personel Manager PT INDAH PERKASA Tbk.
PT INDAH PERKASA Tbk
JI Kembangan no 12
Jakarta Barat

Dear Sir or Madam,

I would like to apply for the post of Accountant at your company. My name is Anggel Saputri, I am 21 years old, good health. I was graduated from University of Gunadarma with Bachelor degree in economics, majoring in Accounting.

I started my career as Accounting in PT. LINDA PERKASA. Furthermore I am a person who can work with other, independently or as part of team. I am also responsible, hard working, eager to learn and expert in accounting system SAP.

Enclose please find my CV and recent photograph. I look forward to your favorable reply.

Your Sincerely,

Anggel Saputri

Example Of Job Vacancy

JOB VACANCY

PT INDAH PERKASA is a company engaged in consultancy services architecture requires komptoten accounting staff in the field:

Job responsibilities :

- 1. manufacture of invoice**
- 2. Recording of transactions in and out of funds**
- 3. Corporate Financial Statements**

Experience Requirements:

Minimum 2 years experience in their field

Expertise:

- 1. Mastering Microsoft Office**
- 2. Ability to create journal transactions to the financial statements**
- 3. Ability to work independently and team**

Qualification :

- 1. Male / female**
- 2. Age: 21-40 years**
- 3. Educated minimal S1 Accounting**
- 4. Honest and conscientious**
- 5. Look good**
- 6. Able to work under pressure**

Please send your application letter, CV, recent photograph and expected salary to:

PT INDAH PERKASA. JL JI Kembangan No. 12

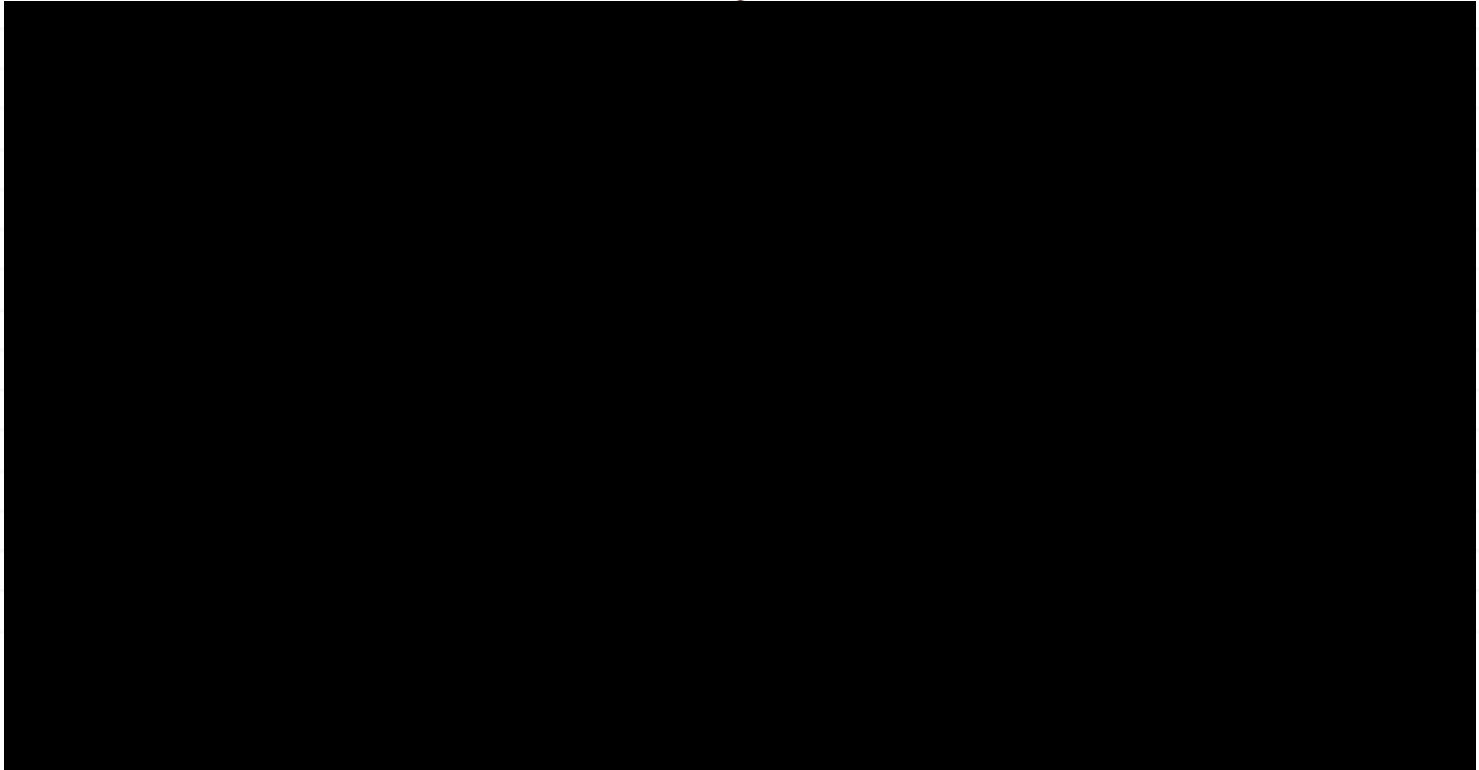
Jakarta Barat



QUESTION

1. From the examples of job application letters and examples of job vacancies that I posted earlier, please identify whether the job application letter that is made matches the available job vacancy or not. Do by yourself.
2. Give your reasons.

Watch this video!



REFERENCES

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- <https://www.pintarnesia.com/surat-lamaran-pekerjaan/>

