



JOB APPLICATION LETTER

Bahasa Inggris Kelas XII



DIYAN FAKIH, S.Pd
SMKN Senduro



KI/KD

IPK

Materi

Latihan Soal

Worksheet

Referensi



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KOMPETENSI DASAR

3.28 Menganalisis 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.

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

INDIKATOR PENCAPAIAN KOMPETENSI

1. Menganalisa fungsi sosial, dan unsur kebahasaan dari surat lamaran kerja dan curriculum vitae, sesuai dengan konteks penggunaannya melalui diskusi kelompok dengan benar
2. Menangkap makna dalam teks berbentuk surat lamaran kerja dengan menjawab pertanyaan secara berkelompok dengan benar,

TUJUAN PEMBELAJARAN

Dengan contoh yang disajikan tentang application letter;

1. Siswa mampu menganalisa fungsi sosial, generic structures dan unsur kebahasaan dari surat lamaran kerja, sesuai dengan konteks penggunaannya melalui diskusi kelompok. dengan benar
2. Siswa mampu menangkap makna dalam teks berbentuk surat lamaran kerja dengan menjawab pertanyaan dengan benar



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OBSERVE THE PICTURES

Searching for job vacancy



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READING TEXT



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Referensi

Martin Maxwell
51 Martin Ave , Los Angles

March 14th, 2020

The personal manager
United Travel Service
Po Box 2567
2008EASTPORT
SANTA BARBARA

Dear Sir

I am applying for a position as public relation office advertised. In Los Angles post on March 12th . I am 27 years old and I graduated from UCLA two years ago. I have been with the AMEX as public relation offices I would be very interested in gaining a new experience in an International Company such as United Travel Service. I have always been interested in a public relation, and I enjoy meeting and talking to people To provide you with my particulars. I enclose my CV, a recent photograph, academic record and a letter of reference from any previous employer

I would be available for an interview at any time. I look forward to hearing from you

Your Sincerely
Martin Maxwell



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What is Job Application Letter?



A letter of application, also known as a cover letter is a document sent with your resume to provide additional information about your skills and experience to an employer. The letter of application is intended to provide detailed information on why you are a qualified candidate for the job.

What is Social Function of Job Application Letter?

To apply a job or to attract the attention of an employer

MATERI

Parts of the Application letters are:

1. **Sender address** : You can put your address in the left side or in the right side
2. **Date** : the date you make the application letter
3. **Company address** : put the address of the company you want to apply
4. **Salutation** : Dear Sir, Dear Madam, Dear Sir or Madam, Dear Mr. Agus, etc.
5. **Opening paragraph** : tell the job or position you want to apply for. You can also mention from where you get the information
6. **Body** : tell about your past experience (if you have already had the job experience) or any activities or skills that matches or similar with the job. Give a strong/ convincing statement that you are qualified and the right one to get the job.
7. **Closing paragraph** : write the closing paragraph to ask the possibility to have an interview. You can put your contact number or email address to make the company easier to follow up. Don't forget to thank to them.
8. **Closing** : Sincerely, Yours faithfully, sincerely Yours, Best Regards, etc
9. **Signature**; the sender of application letter



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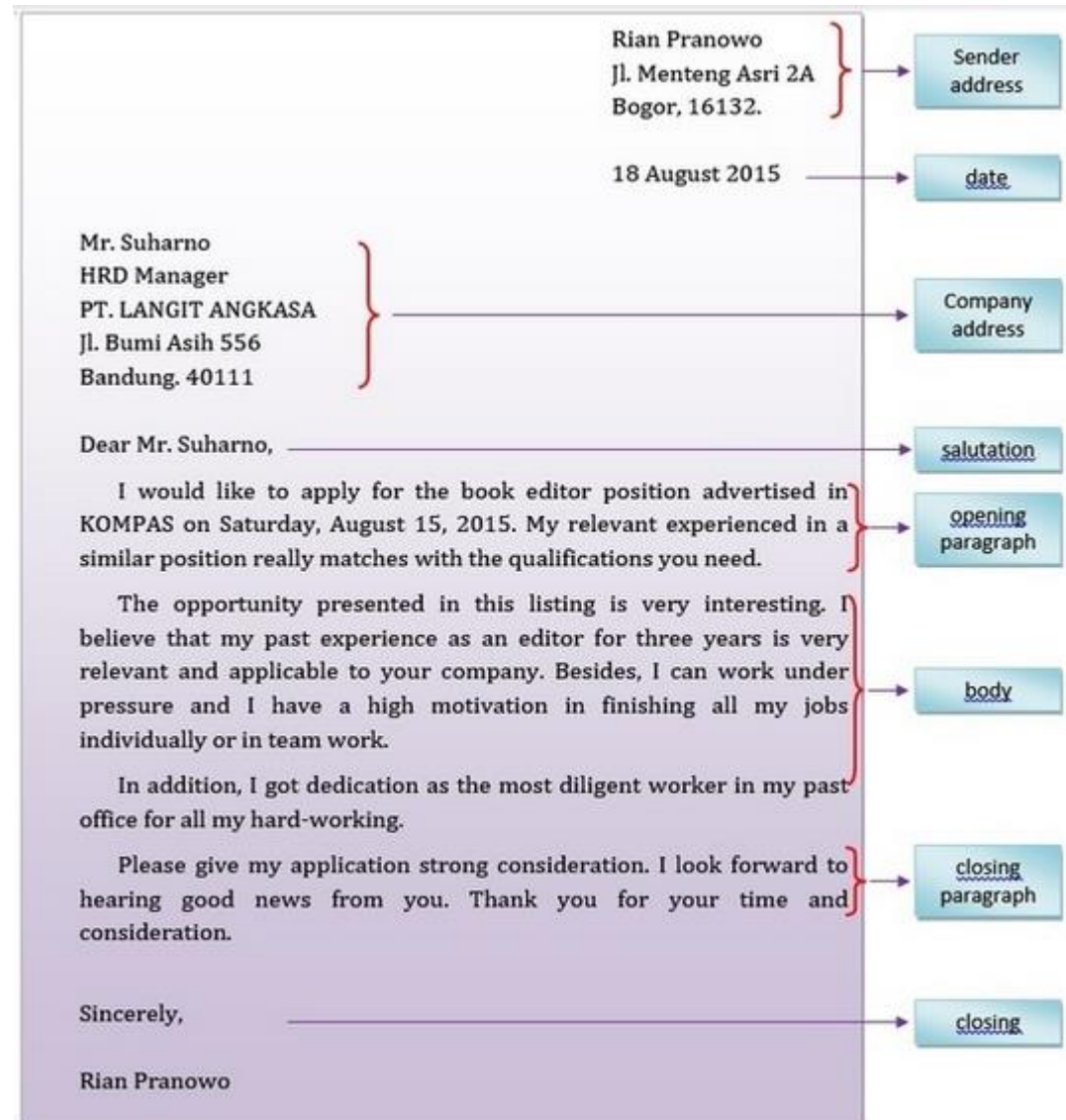
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EXAMPLE



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Dalam membuat surat resmi, ada beberapa hal perlu diperhatikan, antara lain :

I. Salutation (Greeting)

- a. Dear Mr. Brown
- b. Dear Ms White
- c. Dear Sir
- d. Dear Sirs
- e. Dear Madam
- f. Dear Sir or Madam
- g. Gentlemen



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II. Starting (Body of Letter)

- a. We are writing to inform you that ...
- b. to confirm ...
- c. to request ...
- d. to enquire about ...
- e. I am contacting you for the following reason.
- f. I recently read/heard about . . . and would like to know . . .

III. Referring to previous contact

- a. Thank you for your letter of March 15 ...
- b. Thank you for contacting us.
- c. In reply to your request ...
- d. Thank you for your letter regarding ...
- e. With reference to our telephone conversation yesterday ...
- f. Further to our meeting last week ...
- g. It was a pleasure meeting you in London last month.



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Closing remarks

- a. If we can be of any further assistance, please let us know
- b. If I can help in any way, please do not hesitate to contact me If you require more information ...
- c. For further details ...
- d. Thank you for taking this into consideration
- e. Thank you for your help
- f. We hope you are happy with this arrangement
- g. We hope you can settle this matter to our satisfaction.

Ending

- a. Sincerely,
- b. Yours sincerely, (for all customers/clients)
- c. Sincerely yours,
- d. Regards (for those you already know and/or with whom you already have a working relationship.)



LANGUAGE FEATURES

1. Sentence Structure
Accuracy of grammar may be more important than an email. Most of the time, complete sentences are expected
2. Style
Language use may be personal. For example, first and second person pronouns may be frequently used.
3. Allowed to use contractions, example : he's, she's, haven't, they're
4. Although the tone of your letter is informal, please take note
 - Do not use offensive language
 - Use grammatically correct sentences



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LATIHAN SOAL



Read the letter carefully, then analyze social function, generic structures and language features of this letter correctly



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Akmal Hakim
Kemayoran Street 60G
Jakarta

January 21th, 2020

Attention to: Human Resources
PT. Blue Ocean eTrade
Kemayoran Street 77B
Jakarta

Dear Sir/Madam,

I've read your job vacancy at Glints.com and I found your Company is looking for employees for Graphic Designer position. I believe that position is fit with my speciality from my education background as System Information.

My name is Akmal Hakim, and I'm 22 years old. I'm fresh graduated from System Information Departemen Binus on November last year. My Specialization are grapich designer (UI/UX) and product designer. I make sure I have qualification as your company needs. I've good motivation, I can work together with the team, my communication really good, and my english excellent both written and spoken. I really confident can be able to contribute to the Company. Herewith I enclose my:

1. Copy of Bachelor Degree Certificate (S1)
2. Academic Transcript
3. Curriculum Vitae (CV)
4. Recent Photograph (size 4x6)

I hope I could be the part of your Company, and Thank you for your attention.

Sincerely,
Akmal Hakim

STUDENTS' WORKSHEET



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SOCIAL FUNCTION

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NO.	PARTS OF APPLICATION LETTER	INFORMATION
1.		
2		
3		

NO.	LANGUAGE FEATURE	DESCRIPTION
1.		
2		

REFERENSI

- Buku Bahasa Inggris SMK Kelas XII (Kemendikbud RI 2015)
- <https://www.google.com/search?safe=strict&client=firefox-b-d&sxsrif=ALeKk00Q4fzXQiLQjJyl20fvUaRT41HXmg:1600711781939&q=write+the+parts+of+curriculum+vitae&sa=X&ved=2ahUKEwje wJmJ7PrrAhUg73MBHZZADxcQ1QIoAHoECAsQAQ&biw=1525&bih=730>
- <http://sekarshafira.blogspot.com/2018/Cgeneric-structure.html>

*Thank
you!*



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