

Introduction

Have you ever imagined about what are you going to do after graduate from this Vocational high school?



An Application Letter

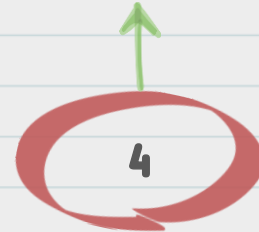
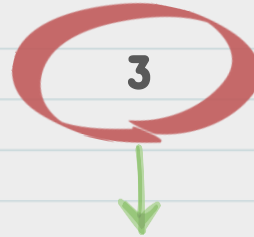
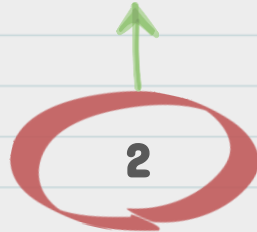
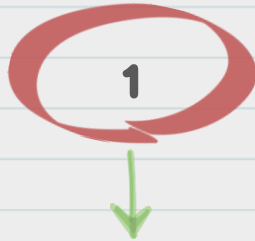
By:

Melinda Pratiwi

Learning Objectives

Comprehend the explicit
& implicit information in
an application letter

Able to construct an
application letter



Understand the function,
structures and language
features of application letter

Know the expressions
used in writing an
application letter

What will we explore!



Social function

what is intended by the writer in writing an application letter

Structure

How an application letter be organized



Language Features

The lexico grammatical used in the letter

Please take a look on this !

Melinda Pratiwi
Jln. Melati No. 2,
Situbondo 68374

September 22, 2020

Mr. Superman
HRD Manager PT. LANGIT ANGKASA
Jl. Buana No. 22
Surabaya, 62877

Dear Mr. Superman,

I would like to apply for the book editor position advertised in KOMPAS on Saturday 18, 2020. My relevant experienced in a similar position really matches with the qualifications you needed.

The opportunity presented in this listing is very interesting. I believe that my past experience as an editor for three years is very relevant and applicable to your company. Besides, I can work under pressure and I have a high motivation in finishing all my jobs individually or in team work. In addition, I got dedication as the most diligent worker in my previous office for all my hard-working.

Please give my application strong consideration. I look forward to hearing good news from you. I can be reached at 08887687779 or pratiwimelinda@gmail.com Thank you for your time and consideration.

Sincerely Yours,

Melinda Pratiwi

A graphic of a spiral-bound notebook with a white page and a red cover. The spiral binding is at the top. On the left side, there are two horizontal tabs, one yellow and one pink. In the center of the page, the number '01' is displayed in a dark grey font, enclosed within a light green circular arrow icon. Below this, the text 'SOCIAL FUNCTION' is written in a bold, dark red font.

01

SOCIAL FUNCTION

An application letter is written in the aim of applying for a job.

- ♥ It is commonly stated in the first paragraph of the letter





02

GENERIC STRUCTURES

Melinda Pratiwi
Jln. Melati No. 2,
Situbondo 68374

September 22, 2020

Mr. Superman
HRD Manager PT. LANGIT ANGKASA
Jl. Buana No. 22
Surabaya, 62877

Dear Mr. Superman,

♥ The sender's address

♥ The date

♥ The addressee

♥ salutation



Body of the letter

I would like to apply for the book editor position advertised in KOMPAS on Saturday 18, 2020. My relevant experienced in a similar position really matches with the qualifications you needed.

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Please give my application strong consideration. I look forward to hearing good news from you. I can be reached at 08887687779 or pratiwimelinda@gmail.com Thank you for your time and consideration.

Opening Paragraph

- ♥ *job position going to apply*
- ♥ *Where & when we got the vacancy from*

Middle Paragraph

- ♥ *Work experience*
- ♥ *Skills, ability & achievement we have*
- ♥ *Last study/education*
- ♥ *Degree we have*

Closing Paragraph

- ♥ *gratitude*
- ♥ *Contact number * email account*
- ♥ *Availability to be interviewed*



Sincerely Yours,

Melinda Pratiwi

Closure

Signature

♥ *Your sign and name*

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03

LANGUAGE FEATURES

Language Features

♥ State the obvious reason why we write the letter

♥ State the strong reason why we deserve to be hired

♥ Using Simple Present Tense

♥ Using Formal Language

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..... I believe that my past experience as an editor for three years is very relevant and applicable to your company.

Besides, I can work under pressure and I have a high motivation

Please give my application strong consideration. I look forward to hearing good news from you.

What to do?



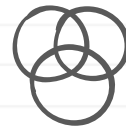
Task 1

Find the function, structure and language features of an application letter !



Task 2

Find some information in application letter by doing a Multiple Choice Questions !



Task 3

Answer comprehending questions given !

**See you next week to learn
about :**

- 1. Expression used in writing an
application letter, and**
- 2. How to construct a good
application letter.**



THANKS !

Have questions?

Contact me on
my WhatsApp
number !

?