

LESSON 1

APPLICATION LETTER

Also known as a cover **letter**, an **application letter** is a summary of your strongest and most relevant skills and abilities that will be expanded in your resume or selection criteria. It introduces you to potential employers and highlights your suitability for the position you are **applying** for.

How to write an application letter

When writing an application letter for a job, follow these steps to make sure you include information about yourself and your professional experience that will appeal to a hiring manager:

1. Review information about the company and position
2. Use a professional format
3. Create the heading
4. Address the letter to the hiring manager
5. Open the letter by describing your interest
6. Outline your experience and qualifications
7. Include aspects of your personality
8. Express appreciation
9. Close the letter

PART OF APPLICATION LETTER

1. Letter Head (Kepala Surat)

Di dalam *letter head* atau kepala surat berisi tentang nama perusahaan, merek dagang sebuah perusahaan, jenis perusahaan, alamat lengkap dan juga symbol dari perusahaannya. Misalnya:

*Melisa cake and Bakery
The central of various cake and Bakery
Marisa street number 5 jakarta barat
75966858*

2. The Dateline (Penanggalan)

Apabila kalian ingin menulis surat, kalian bisa menuliskan tanggalnya secara British maupun American. Misalnya:

<i>British style</i>	<i>American style</i>
<i>January 2nd, 2016</i>	<i>2 January, 2016</i>

3. The Inside Address (Alamat yang dituju)

Alamat yang di dalam the *inside address* yaitu alamat si penerima. Misalnya:

*Zonia
Woman accessories and clothes
Idaho street number 5 blok B- pasar minggu
Jakarta*

4. The Salutation (Salam)

Dengan adanya *salutation*, kita akan lebih mudah untuk menyapa atau menyebut orang yang dituju, dengan sapaan seperti di bawah ini:

Dear Sir

Dear Madam

Dear Mr. Tuwir

5. The Attention Line (Baris Perhatian)

Sedangkan pengertian secara simpelnya, bahwa di *attention line* ini berisi tentang orang atau pemimpin sebuah perusahaan. Misalnya:

Attention Mr. Jum Angin

Attention Mrs. Siti Alwiyah

Attention Mr. Eko Pujianto

6. The Subject Line (Garis Subjek)

Pada tahapan ini, *subject line* kita harus menyebutkan garis besar dari maksud isi surat yang dibuat agar si pembaca akan lebih mudah untuk memahami dan juga untuk membuat tertarik si pembaca. Misalnya:

Subject: Salesman's incentive Compensation Plan

Subject: the canceling of the PT. Kalipasir Jaya

Subject: the ordering of shoes "spotex"

7. The Body of The Letter (Badan Surat)

Dari namanya juga kita bisa menebak kalau, "body=badan/tubuh" jadi di *body of the letter* kita memberikan isi dari surat secara detail, berbeda dengan *subject line*. Kalau di *body of the letter* kita mengutarakan maksud dari surat sehingga alamat dan orang yang dituju mengetahui keseluruhan. Misalnya:

Have you known that over a third of the \$2 billion industrial expansion in the east during the past eleven years went into new chemical facilities? The abundant raw materials for chemical production, lower labor rates, and economy of transportation are just three reasons why the chemical manufactures are moving to the east.

Two others reasons are the many low-priced tracts of available belonging fixed for industrial increasing, favorable privileges regarding taxation of new industrial enterprise.

We are pleased to offer you our helping in conducting your investigation of opportunities in the east. We believe that we can help you that most authoritative service available.

8. The Complimentary (Salam Penutup)

The complimentary dimaksudkan untuk salam penutup. Misalnya

Your faithfully

Dear

Very truly yours

9. Signature (Tanda Tangan)

Untuk *signature*, setiap orang mempunyai tanda tangan yang pastinya berbeda.

10. Reference/initial (Penulis Surat)

Berisi tentang nama panjang atau inisial si penulis/pemimpin perusahaan.

Misalnya:

Methew Robinson
Caroline Martina Situmorang
Willona Siregar

11. Enclosure Notation (Lampiran)

The enclosure notation adalah lampiran yang disertakan namun dilain halaman.

Misalnya:

Enclosure: catalogue
Enclosure notation: price list
Enclosure: shoes style

12. Carbon Copy Notation (Tembusan)

Berisi tentang kopian (lembar yang digandakan)

Example 1

Application Letter CV

May 28, 2010

THE HUMAN RESOURCES & ADMINISTRATION HEAD

Inara Lightings, Ltd.

Abu Dhabi

United Arab Emirates

Dear Sir or Madam:

I am writing to explore the possibility of employment as Document Controller in your reputable firm. I am a Computer Science graduate of the University of the Philippines, Diliman, Quezon City. I bring with me several years of experience as information systems analyst of leading companies that include Nissan Motor Philippines, Inc.

My strong computer skills, knowledge of modern word processing software, and project management tools are but some of the things that make me an asset to your company.

Attached is my resume for your perusal. Should you require any further information, I can be reached at 632-555-1234 (during regular business hours), or at 632-555-6789 (during regular business hours).

Sincerely,

(Signed)

RINI ROSYIDAH

Example 2
Application Letter CV

April 2010

PASSANA PONG
the Administrative Officer
the Royal Thai Embassy in Manila

Dear Ms. Pong:

I am a Communications graduate of the University of the Philippines-Diliman with several years of working experience gained from some of the Philippines' reputable private firms, a non-governmental organization, and government.

I am writing to apply for the position of Executive Assistant advertised on jobstreet.com.ph on 10 May 2010. This position particularly interests me because it would enable me to make full use of my administrative and organizational skills. I have well-developed written and oral communication skills that can be very useful in carrying out the duties for the above-mentioned position.

On top of these competencies, I adhere to a work ethic and can effectively interact with people across all levels of the organizational structure. I believe I can be an asset to your organization.

My resume is enclosed with this cover letter. It shows my overall expertise and experience in the field. I would welcome the opportunity to discuss my suitability for the position and comply with your other requirements. I can be contacted during working hours at (632) 857-0100 local 1101.

Thank you very much.

Sincerely,

ADE IWAN
Applicant

LESSON 2

Example Curriculum Vitae

Farhana

CONTENT CREATOR

ffehn@outlook.com
www.farclass.school.blog

WORK HISTORY

Curriculum Develop

Junior Green School
Februari 2011 - November 2011
Junior Atlantis Entrepreneur School
Februari 2013 - Now

Content Creator

Atlantis Edutech | Edumedia.id
Januari 2020 - Now

- Worked on creating content for education & technology
- Supported team with other tasks

EDUCATION & TRAINING

Education and Technology

Magister Education of Technology UMJ, 2020

- Graduated Class of 2017 Summa Cum Laude
- Post-Graduated Class of 2020, Summa Cum laude
- Psychology in President University of 2012

CONTACT

✉ ffehn@yahoo.com

☎ 0821 1488 0326

📍 Cinere Residence Blok H2 No. 26, Depok



Process of analyzing, designing, developing, implementing, and evaluating the instructional environment and learning materials in order to improve teaching and learning