



KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN
DIREKTORAT JENDERAL PENDIDIKAN ANAK USIA DINI,
PENDIDIKAN DASAR DAN PENDIDIKAN MENENGAH
DIREKTORAT SEKOLAH MENENGAH ATAS
2020



Modul Pembelajaran SMA Bahasa Inggris



KELAS
XII

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BAHASA INGGRIS KELAS XII



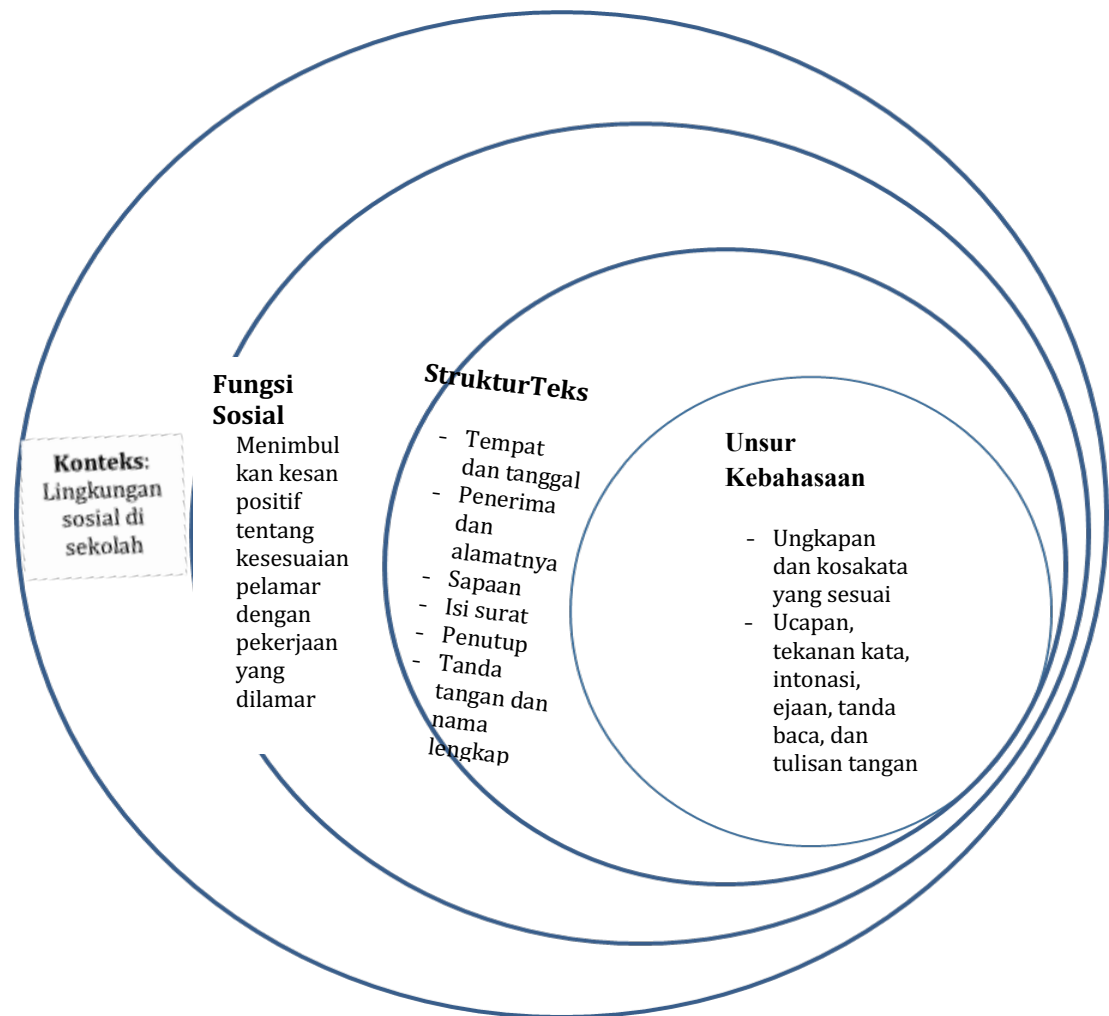
JOB OFFERS

PENYUSUN
Iksan Cahyana
SMA Negeri 6 Kota Bogor

GLOSARIUM

Application Letter	Surat lamaran pekerjaan
Applicant	Orang yang melamar pekerjaan
Qualification	Kualifikasi terkait keahlian, latar belakang pendidikan, atau pengalaman yang dimiliki
Job Vacancy	Lowongan pekerjaan yang ditawarkan oleh perusahaan
Introduction	Bagian awal surat untuk mengenalkan tujuan penulisan surat
Body	Isi surat yang dibagi ke dalam beberapa bagian.

PETA KONSEP



PENDAHULUAN

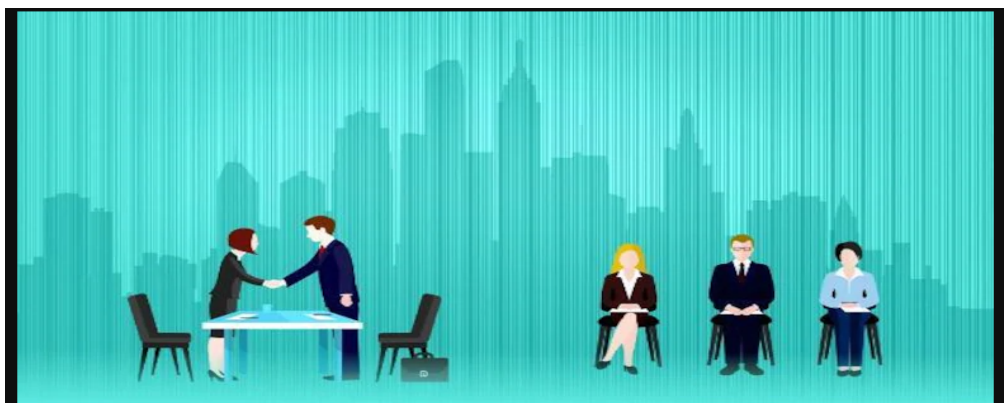
A. Identitas Modul

Mata Pelajaran	: Bahasa Inggris
Kelas	: XII
Alokasi Waktu	: 4 x 45 meni
Judul Modul	: Job Offers

B. 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.
- 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.
- 4.2.2 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.

C. Deskripsi Singkat Materi



Sumber : <https://www.indiatoday.in/education-today/jobs-and-careers/story/is-the-job-offer-fake-or-real-tips-to-spot-the-difference-1177609-2018-03-09>

Selamat bergabung kembali dengan serial Modul Bahasa Inggris untuk SMA. Senang bisa berinteraksi melalui modul dengan Anda di seluruh wilayah Indonesia. Kami berharap modul yang Anda baca dapat membantu Anda untuk semakin meningkatkan kemampuan dan keilmuan khususnya bahasa inggris.

Sekarang lihat gambar di atas, apa yang Anda lihat? Benar, tentang melamar pekerjaan. Momen yang paling berbahagia seperti dalam gambar bagian sebelah kiri yaitu pada saat? Bisa Anda sebutkan? Tepat sekali!

Pada modul ini Anda akan diajak berlatih untuk mampu membedakan fungsi sosial, struktur teks, dan unsur kebahasaan dari surat lamaran kerja dan menangkap makna secara kontekstual dari surat lamaran kerja yang Anda temukan. Tentunya, hal yang penting adalah Anda akan berlatih menyusun surat lamaran kerja yang sesuai dengan kaidah-kaidah kebahasaan dan konteksnya.

Untuk mencapai Kompetensi Dasar (KD) ini Anda perlu membaca banyak contoh contoh teks yang berkaitan dengan lamaran pekerjaan, dan berlatih untuk menulis surat lamaran pekerjaan.

Untuk mengetahui kemajuan belajar Anda, silahkan kerjakan latihan soal dan penugasan mandiri, jika ada kesempatan silahkan diskusikan dengan rekan-rekan di sekitar Anda.

D. Petunjuk Penggunaan Modul

Modul ini akan membantu Anda untuk mempermudah memahami, mempraktikkan dan menganalisis materi dalam proses pembelajaran. Pada modul ini diharapkan Anda mampu menguasai secara utuh materi yang ada pada modul ini. Secara khusus, perhatikan petunjuk penggunaan modul berikut ini :

1. Modul inidapat Anda pelajari secara mandiri atau kelompok ,baik di sekolah maupun diluar sekolah
2. Anda dapat mempelajari modul ini dengan membaca, melihat dan mengamati contoh-contohdari gambar , video, website, aplikasi pembelajaran cara diskusi, demonstrasi , simulasi dan Tanya jawab.
3. Diskusikan dengan teman Anda, atau membentuk kelompok diskusi yang efektif.
4. Kerjakan latihan-latihan dan evaluasi yang ada pada modulini.
5. Pelajari sumber-sumber belajar lainnya tentang pembelajaran yang tepat dan sesuai dengan kompetensi yang diharapkan.
6. Jika ada kendala dan Anda mengalami kesulitan, diskusikan kembali dengan teman Anda. Jika masih belum mendapatkan jawaban yang kurang memuaskan tanyakan kepada guru atau pakar lainnya.

E. Materi Pembelajaran

Modul ini terbagi menjadi 3 kegiatan pembelajaran dan di dalamnya terdapat uraian materi, contoh soal, soal latihan dan soal evaluasi.

- Pertama : Mengidentifikasi 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.
- Kedua : 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.
- Ketiga : Mampu 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.

Materi dalam modul ini adalah :

- Pembelajaran pertama berfokus pada fungsi sosial, struktur teks dan unsur kebahasaan bentuk surat lamaran kerja, yaitu :

- Fungsi sosial
Menimbulkan kesan positif tentang kesesuaian pelamar dengan pekerjaan yang dilamar
- Struktur teks
Dapat mencakup
 - Tempat dan tanggal
 - Penerima dan alamatnya
 - Sapaan
 - Isi surat
 - Penutup
 - Tanda tangan dan nama lengkap
- Unsur kebahasaan
 - Ungkapan dan kosakata yang sesuai
 - Ucapan, tekanan kata, intonasi, ejaan, tanda baca, dan tulisan tangan
- Topik

- Pembelajaran kedua fokus pada bagaimana menangkap makna secara kontekstual terkait fungsi sosial, struktur teks, dan unsure kebahasaan teks surat lamaran pekerjaan
- Pembelajaran ketiga adalah mampu menyusun surat lamaran pekerjaan yang sesuai dengan struktur dan kaidah kebahasaan.

KEGIATAN PEMBELAJARAN 1

Let's know it

A. Tujuan Pembelajaran

Setelah kegiatan pembelajaran 1 ini diharapkan:

1. Mampu mengidentifikasi fungsi social beberapa teks surat lamaran pekerjaan yang sesuai dengan kesesuaian jenis pekerjaan dengan data data yang dimiliki pelamar.
2. Mengidentifikasi struktur teks beberapa teks khusus surat lamaran pekerjaan yang sesuai dengan konteks penggunaannya.

B. Uraian Materi

1. Job Vacancy

Masih ingat gambar pada halaman 7? Coba sekarang Anda hubungkan dengan apa yang akan dilakukan setelah selesai belajar di perguruan tinggi atau lembaga lain, sebagiaian besar adalah mencari pekerjaan, langkah apa yang paling penting setelah Anda mencari lowongan pekerjaan, contohnya seperti di bawah ini :



LPK Global Hospitality Academy

JOB VACANCY

Position:

1. Head Master
2. F&B Service Instructor
3. FO & HK Instructor
4. Kitchen & Pastry Instructor
5. Admin-GA
6. Finance & Accounting Officer

Requirement:

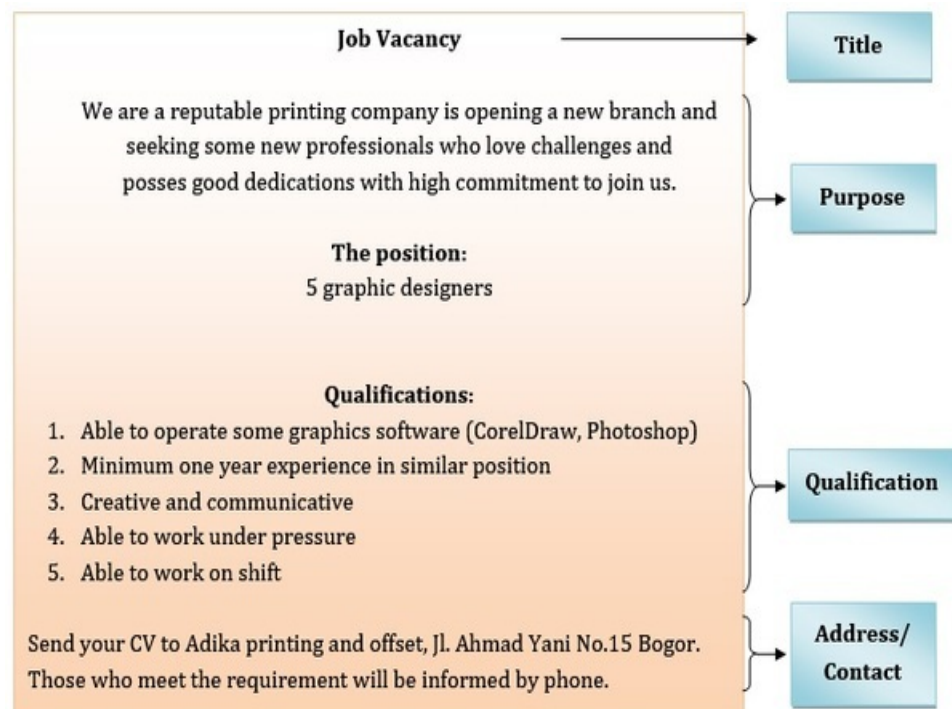
- Minimum Diploma Graduates (All Positions)
- Existing position in training / L&D department with hotel operation background previously (1)
- Minimum 4 (four) years experience in related field
- Fresh Graduates from at least Diploma 4 are welcome (5)
- Minimum 2 (two) years experience in finance & accounting department (6)

Sumber : <https://twitter.com/hashtag/lpkgha>

Jika Anda sebagai pelamar yang baru lulus sekolah tingkat SMA apakah Anda akan memutuskan untuk melamar pekerjaan lembaga ini?

Tepat, Anda memutuskan tidak melamar karena melihat persyaratan minimal yaitu Diploma. Jadi sebelum kita membicarakan tentang surat lamaran pekerjaan, ada hal lain yang perlu kita ketahui, yaitu bagaimana kita mengetahui informasi yang benar dari "Job Vacancy".

Perhatikan contoh berikut yang dikutip dari quiper.com ;



Dari kedua contoh lowongan pekerjaan tersebut dapat Anda pahami bahwa bahasa yang digunakan detail, sederhana, lengkap dan menggunakan kalimat yang pendek, sedangkan untuk struktur kebahasaannya adalah :

- Title : The name of company or type of job vacancy.
- Purpose : The purpose of announcing a job vacancy.
- Qualification : The qualifications or requirements the company wants toward the job seekers
- Address/Contact : Address or contact number to find out more information or to send the job application.

2. Application Letter

Apa yang dimaksud dengan surat lamaran pekerjaan?

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 are a qualified candidate for the job.

3. The purpose:

The application letter should let the employer know what position you are applying for, what makes you a strong candidate, why they should select you for an interview, and how you will follow up.

Nah, sekarang Anda sudah mengetahui fungsi dari surat lamaran pekerjaan. Selanjutnya bagian apa saja yang harus ada dalam surat lamaran pekerjaan? Coba perhatikan contoh surat lamaran pekerjaan di bawah ini :

Lucius Applicant
123 Main Street, Anytown, CA 12345 · 555-555-5555 · lucius.applicant@email.com

September 1, 2018

William Lee
Lead Mechanic
Acme Auto
123 Business Rd.
Business City, NY 54321

Dear Mr. Lee:

I'm writing to apply for the position of **diesel mechanic at the City Transit Agency**, as advertised on the city's careers web page. I've included my resume for your consideration.

In addition to experience as a diesel mechanic, **I have an excellent knowledge of gasoline engines and electric systems, and I hold a CDL drivers license.** Most recently, I worked for Trailer Transfer in Middletown as their lead diesel mechanic. While I was there, I developed a training program for new hires. However, I had to leave my job due to a move to your city.

Thank you for your time and consideration. **I will follow up next week to see if I can offer any more information about my skills and experience.** My cell phone is 555-555-5555 and my email is lucius.applicant@email.com.

Best regards,
Lucius Applicant

1. Include your contact information in the header of the letter

2. Let the employer know what position you are applying for.

3. Mention what you have to offer the employer in the second paragraph.

4. Suggest next steps by requesting a meeting or a call.



What to Include in Your Letter

As with all cover letters, a job application letter is divided into sections:¹

- The **heading**, which includes your name and contact information.
- A **greeting**, addressed to a specific person, if possible.
- The **introduction**, which should include why the applicant is writing.
- The **body**, which discusses your relevant qualifications.
- The **close**, which thanks the reader and provides contact information and follow-up details.
- Your **signature to end the letter**.

C. Rangkuman

**Surat Lamaran Pekerjaan
Application Letter**

Social Funcion:

The purpose :

The application letter should let the employer know what position you are applying for, what makes you a strong candidate, why they should select you for an interview, and how you will follow up.

Generic Structure:

- Heading
- The address
- A greeting
- The introduction
- The body
- The close
- The signature

D. Penugasan Mandiri

Silahkan Anda mencari contoh surat lamaran pekerjaan dari internet (website), koran, majalah atau media lainnya. Baca secara teliti kemudian tuliskan kosa kata yang penting dalam surat lamaran pekerjaan yang menurut Anda harus digunakan dalam buku catatan Anda.

NO	KOSA KATA	MAKNA/ARTI
1.	Position	Posisi

E. Latihan Soal

Now, it is task time! Anda akan berlatih berkaitan dengan memahami bacaan untuk lebih memahami struktur kebahasaan darisurat lamaran pekerjaan.

Exercise :

Fill in the table with suitable explanation related parts of the application letter in the box.

	Return Information	Inside/Letter Address
Closing the letter	Salutation	Body

Parts of letter	Explanation
	1. It is now permissible to only include your name, E-mail address and cell phone number. It is acceptable to eliminate your address due to privacy and safety issues. Be sure your E-mail address is

	mature and professional. Ideally, it should contain parts of your name for ease of use.
	2. It is very important that you address your letter carefully. After spending time making your letter perfect, you do not want it to be directed to the wrong person or get lost in the mail. If there is a contact name on the ad, address your letter to that person. (Mr. John Smith)
	3. This is also known as the greeting. The person's name should be followed by a colon (:) or left blank. Do not use a comma. (Commas are permissible for use in personal letters; not business letters.)
	4. The body of the letter contains four basic parts and should be three or four paragraphs long. These paragraphs should attract the employer's attention ; state your interest in the company and position; arouse the employer's desire to interview you; and request that the employer take action in the form of an interview. (AIDA)
	5. Finish your letter with an appropriate Complimentary Closing (Sincerely, or Sincerely yours,). Leave enough room to sign the letter before keying your name. Do not forget to sign it. Remember to include an enclosure notation at the bottom.

Congratulations! Anda mampu mengisi tabel tersebut dengan tepat sesuai dengan struktur kebahasaan surat lamaran pekerjaan. Mari kita lanjutkan ke kegiatan pembelajaran selanjutnya.

F. Penilaian Diri

Di akhir kegiatan pembelajaran 1, silahkan Anda mengukur sejauh mana keberhasilan Anda dalam mengikuti pembelajaran dengan menjawab pertanyaan yang Anda tulis di buku catatan masing masing.

No	KEGIATAN	YA/TIDAK/BELUM
1.	Saya berdoa sebelum dan sesudah membacamodu lini.	
2.	Saya mengerjakan soal dan latihan dengan jujur.	

3.	Saya mengetahui fungsi surat lamaran pekerjaan.	
4.	Saya mengetahui bagian bagian dari surat lamaran pekerjaan.	

KEGIATAN PEMBELAJARAN 2

Let's know it

A. Tujuan Pembelajaran

Setelah kegiatan pembelajaran 2 ini diharapkan:

1. Mampu menemukan makna berkaitan dengan fungsi social dalam surat lamaran pekerjaan.
2. Mampu menemukan makna berkaitan dengan bagian-bagian surat lamaran pekerjaan berdasarkan struktur kebahasaan yang benar

B. Uraian Materi

Pada pembelajaran 1, Anda telah mempelajari fungsi sosial dan struktur kebahasaan surat lamaran pekerjaan dan juga lowongan pekerjaan yang ditawarkan. Marilah sekarang kita berlatih untuk memahami lowongan pekerjaan serta surat lamaran pekerjaan sehingga pada akhirnya Anda mampu menulis surat lamaran pekerjaan yang sesuai dengan kualifikasi yang Anda miliki.

Nah, sekarang untuk memahami surat lamaran pekerjaan mari kita pelajari informasi tentang surat tersebut secara bagian per bagian.

Lets Read.

Try to read aloud while practicing your pronunciation. Then, read closely to understand the letters.

Text 1.

<p>Elizabeth Johnson 12 Jones Street, Portland, Maine 04101 · 555-555-5555 · elizabethjohnson@email.com</p> <p>August 11, 2020</p> <p>Mark Smith Manager, Human Resources Veggies to Go 238 Maine Street Portland, Maine 04101</p> <p>Dear Mr. Smith,</p> <p>I was so excited when my former coworker, Jay Lopez, told me about your opening for an administrative assistant in your Portland offices. A long-time Veggies to Go customer and an experienced admin, I would love to help the company achieve its mission of making healthy produce as available as takeout.</p> <p>I've worked for small companies for my entire career, and I relish the opportunity to wear many hats and work with the team to succeed. In my latest role as an administrative assistant at Beauty Corp, I saved my employer thousands of dollars in temp workers by implementing a self-scheduling system for the customer service reps that cut down on</p>
--

canceled shifts. I also learned web design, time sheet coding, and perfected my Excel skills.
 I've attached my resume for your consideration and hope to speak with you soon about your needs for the role.
 Sincerely,
Elizabeth Johnson (signature hard copy letter)
 Elizabeth Johnson

Text 2

John Donaldson
 8 Sue Circle, Smithtown, CA 08067 · 909-555-5555 ·
 john.donaldson@emailexample.com

August 14, 2020
 George Gilhooley
 Times Union
 87 Delaware Road
 Hatfield, CA 08065
 Dear Mr. Gilhooley,
 I am writing to apply for the programmer position advertised in the Times Union. As requested, I enclose a completed job application, my certification, my resume, and three references.
 The role is very appealing to me, and I believe that my strong technical experience and education make me a highly competitive candidate for this position. My key strengths that would support my success in this position include:
 I have successfully designed, developed, and supported live-use applications.
 I strive continually for excellence.
 I provide exceptional contributions to customer service for all customers.
 With a BS degree in Computer Programming, I have a comprehensive understanding of the full lifecycle for software development projects. I also have experience in learning and applying new technologies as appropriate. Please see my resume for additional information on my experience.
 I can be reached anytime via email at john.donaldson@emailexample.com or by cell phone, 909-555-5555.
 Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.
 Sincerely,
John Donaldson (signature hard copy letter)
 John Donaldson

Great. Anda semakin terampil dalam melatih kemampuan pelafalan. Secara umum informasi apa yang ada dalam surat tersebut. Apa perbedaan mendasar dari kedua surat tersebut? **Benar**, siapa yang menulis surat, orang dituju dan dimana alamat kantor itu berada jelas berbeda. Tepat sekali kita focus di bagian awal surat. Perhatikan dan bandingkan kedua surat tersebut!

Text 1	Text 2
Elizabeth Johnson 12 Jones Street, Portland, Maine 04101 · 555-555-5555 · elizabethjohnson@email.com	John Donaldson 8 Sue Circle, Smithtown, CA 08067 · 909-555-5555 · john.donaldson@emailexample.com

August 11, 2020 Mark Smith Manager, Human Resources Veggies to Go 238 Maine Street Portland, Maine 04101	August 14, 2020 George Gilhooley Times Union 87 Delaware Road Hatfield, CA 08065
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Informasi ini terkait :

- Full Name
- Phone Number
- Email
- Date
- Name of the hiring manager / their professional title
- Name of the company you're applying to

Bagaimana bisa diikuti? Pasti Anda mampu untuk mengetahui bagaimana jika ingin mengetahui tentang informasi, siapa yang menulis surat lamaran (the applicant), pihak yang dituju serta alamatnya.

Selanjutnya, jika ingin mengetahui informasi terkait bagaimana pelamar mendapatkan informasi tentang lowongan pekerjaan, posisi yang akan diisi, dan alasan melamar pekerjaan di perusahaan (The purpose of the letter).

Perhatikan paragraf pembuka surat di bawah ini.

I was so excited when my former coworker, **Jay Lopez, told me about your opening for an administrative assistant in your Portland offices.** A long-time Veggies to Go customer and an experienced admin, I would love to help the company **achieve its mission of making healthy produce as available as takeout.**

Jelas bahwa pelamar mengetahui informasi ini dengan tepat.

Great! Anda luar biasa mampu menemukan informasi dalam paragraph pembuka. Sekarang jika kita ingin mengetahui tentang kualifikasi, pengalaman dan pendidikan yang dimiliki oleh pelamar, mari perhatikan paragraph 2 dan 3. Namun ada hal penting yang harus kita ketahui yaitu kata kata kunci terkait kualifikasi seseorang. Coba kerjakan latihan di bawah ini.

Practice : Match the types of skills and the suitable profession.

Project Manager Accounting	Teacher Customer Service
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Key Skills	Profession
<ul style="list-style-type: none"> • Self motivated • Initiative with a high level of energy. • Strong verbal and personal communication skills. • Decision making, critical thinking, organizing and planning • Tolerant and flexible to different situations. 	
<ul style="list-style-type: none"> • An experienced team leader with the ability to initiate/manage cross-functional teams and multi-disciplinary projects. 	

<ul style="list-style-type: none"> • Critical thinking, decision-making and problem solving skills. • Planning and organizing. • Excellence Personal Communication skills. 	
<ul style="list-style-type: none"> • Strong communication skills • Problem analysis and problem solving • Organizational skills and customer service orientation • Adaptability and ability to work under pressure • Initiator 	
<ul style="list-style-type: none"> • Analytical thinking, planning. • Accuracy and Attention to details. • Organization and prioritization skills. • Problem analysis, use of judgment and ability to solve problems efficiently. 	

Sekarang bandingkan dengan jawaban di bawah ini:

Key Skills	Profession
<ul style="list-style-type: none"> • Self motivated • Initiative with a high level of energy. • Strong verbal and personal communication skills. • Decision making, critical thinking, organizing and planning • Tolerant and flexible to different situations. 	Teacher
<ul style="list-style-type: none"> • An experienced team leader with the ability to initiate/manage cross-functional teams and multi-disciplinary projects. • Critical thinking, decision-making and problem solving skills. • Planning and organizing. • Excellence Personal Communication skills. 	Project Manager
<ul style="list-style-type: none"> • Strong communication skills • Problem analysis and problem solving • Organizational skills and customer service orientation • Adaptability and ability to work under pressure • Initiator 	Customer Care
<ul style="list-style-type: none"> • Analytical thinking, planning. • Accuracy and Attention to details. • Organization and prioritization skills. • Problem analysis, use of judgment and ability to solve problems efficiently. 	Accounting

Perhatikan paragraf di bawah ini terkait informasi pengalaman yang dimiliki serta keahlian yang dimiliki pelamar.

I've worked for small companies for my entire career, and I relish the opportunity to wear many hats and work with the team to succeed. In my latest role as an administrative assistant at Beauty Corp, I saved my employer thousands of dollars in temp workers by implementing a self-scheduling system for the customer service reps that cut down on canceled shifts. I also learned web design, time sheet coding, and perfected my Excel skills.

Tentunya kalimat yang dicetak tebal mengarahkan kita untuk mengetahui kelebihan, pengalaman dan keahlian pelamar.
Nah, bagaimana kita ingin mengetahui informasi terkait korespondensi dan tindak lanjut maka fokus paragraf terakhir.

I can be reached anytime via email at john.donaldson@emailexample.com or by cell phone, 909-555-5555.
Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.



IMPORTANT

- **First paragraph:** Why you are writing. This is "the grab," your chance to grasp your reader by the collar and get their attention. Offer some specific, focused information regarding the job you're seeking and a few core strengths that demonstrate your suitability for the position.
- **Second paragraph:** What you have to offer the employer. This is your hook where you highlight examples of the work performed and achieved results. Draw on your key competencies from your resume, although don't copy it word for word. Bullet points in this paragraph are extremely effective in drawing your reader's eye to your successes.
- **Third paragraph:** Your knowledge of the company. Show that you did your research and know something about the business and how you can contribute to its mission.
- **Fourth paragraph:** Your closing. Summarize what you would bring to the position and suggest next steps by requesting a meeting or suggesting a call.

Selamat, jika mengalami kesulitan baca dan pelajari kembali materi materi pembelajaran sebelumnya.

C. Rangkuman

Informasi dalam surat lamaran kerja :

The heading, which includes your name and contact information.

A **greeting**, addressed to a specific person, if possible.

The **introduction**, which should include why the applicant is writing.

The **body**, which discusses your relevant qualifications.

The **close**, which thanks the reader and provides contact information and follow-up details.

D. Latihan Soal

Read the application letter below. Then, write down the information in the box below on your note book.

<p>Elizabeth Johnson 12 Jones Street, Portland, Maine 04101 · 555-555-5555 · elizabethjohnson@email.com</p> <p>August 11, 2020</p> <p>Mark Smith Manager, Human Resources Veggies to Go 238 Maine Street Portland, Maine 04101</p> <p>Dear Mr. Smith,</p> <p>I was so excited when my former coworker, Jay Lopez, told me about your opening for an administrative assistant in your Portland offices. A long-time Veggies to Go customer and an experienced admin, I would love to help the company achieve its mission of making healthy produce as available as takeout.</p> <p>I've worked for small companies for my entire career, and I relish the opportunity to wear many hats and work with the team to succeed. In my latest role as an administrative assistant at Beauty Corp, I saved my employer thousands of dollars in temp workers by implementing a self-scheduling system for the customer service reps that cut down on canceled shifts. I also learned web design, time sheet coding, and perfected my Excel skills.</p> <p>I've attached my resume for your consideration and hope to speak with you soon about your needs for the role.</p> <p>Sincerely,</p> <p><i>Elizabeth Johnson</i> (signature hard copy letter)</p> <p>Elizabeth Johnson</p>

Generic Structure	The information
The heading	
The address	
A greeting	
The Introduction	
The body	
The Close	
The signature	

E. Penilaian Diri

Di akhir kegiatan pembelajaran 2, silahkan Anda mengukur sejauh mana keberhasilan Anda dalam mengikuti pembelajaran dengan menjawab pertanyaan yang Anda tulis di buku catatan masing masing.

NO.	KEGIATAN	YA/TIDAK/BELUM
1.	Saya berdoa sebelum dan sesudah membaca modul ini.	
2.	Saya mengerjakan soal dan latihan dengan jujur.	
3.	Saya mengetahui makna bagian awal surat	
4.	Saya mengetahui informasi bagian pendahuluan surat.	
5.	Saya mengetahui informasi dalam bagian penutup.	

KEGIATAN PEMBELAJARAN 3

Let's write it

A. Tujuan Pembelajaran

Setelah kegiatan pembelajaran 3 ini diharapkan:

1. Mampu memilih lowongan pekerjaan yang sesuai dengan data diri yang dimiliki.
2. Mampu menulis surat lamaran pekerjaan sesuai dengan struktur dan kaidah kebahasaan yang benar.

B. Uraian Materi

Mari kita berdoa semoga Anda semua mencapai cita-cita yang ingin diraih, mendapatkan pekerjaan yang sesuai dengan apa yang diperjuangkan. Amiin. Setelah Anda berlatih pada kegiatan pembelajaran 1 dan 2, sekarang saatnya Anda berlatih menyusun surat lamaran pekerjaan yang mampu meyakinkan perusahaan untuk menerima lamaran Anda.

Apa yang harus dilakukan pertama kali? Benar. Pelajari lowongan pekerjaan yang tersedia.

Practice 1 : Look at closely three job vacancies provided below. Then, find out information related to the company, the address, the position offers, requirements needed, and how to correspondence.

Text 1.

ANIMATION

TATSUMI Spirited Away KRONIA GARDEN OF EARTHLY DELIGHTS OCTONAUTS Peter Rabbit Ella the Elephant

INFINITE STUDIOS
Infinite Studios, an integrated media entertainment & creative services company dedicated to the production of film, TV & new media content.

CURRENTLY RECRUITMENT FOR

URGENTLY NEEDED

- **STORYBOARD ARTIST**
- **3D MODELER & TEXTURE ARTIST**
- **RIGGER**

END OF JUNE 2014

- **3D ANIMATOR**

Send your application, CV to :
ifwcareer@frameworks-studios.com

For more information please check our website:
www.kinema.frameworks-studios.com

Contact Person:
Dian Febrika 081364542696

INFINITE studios

PT KINEMA SYSTRANS MULTIMEDIA
Jl. Hang Lekiu KM 2 Teluk Mata Ikon
Nongsa Batam 29465
Tlp. 0778-761452 Fax. 0778-761044

Sumber : <https://www.polibatam.ac.id/job-vacancies-in-infinite-studios/>
Text 2.

We're looking for people like you.
Exciting new careers start every day at Dell.
One of them can be yours.

DELL

URGENT VACANCY as TELESALAS
Work Location : PENANG, MALAYSIA

Job Description :

- Promote and Sell DELL services and products
- Maintain customer
- Customer services handling by phone

Requirements :

- Bachelor Degree from any major
- Age 23 - 30 years old
- Have IT knowledge
- Have selling skill & interest in selling
- Able to work in call center system
- Willing to work under 2 years contract
- 1 Year experience is an advantage
- Good in english, mandarin is optional

Benefit :

Attractive salary & relocation expenses coverage

Please send your CV + recent photo to :
farrah@binus.edu (DELL) before June 11th 2011 and
please inform our available time for interview

Sumber : <http://www.binusian.org/alumni/NewsDetail.aspx?id=121>

Text 3

JOB VACANCIES

PT. SENKANG IT

An Indonesian business computer, requires a qualified OPERATING MANAGER. The following qualification are required

- Indonesia Citizen
- University degree (S1 – Computer Engineering)
- Able to operate computer
- Good understanding of English
- Not more than 25 years old
- Willing to take tests (Interview and practice test)

Candidates who meet the qualifications are encouraged to

email their Cvs to :admin@sit.org
 or via post to P.O BOX Jl. Bajo, Sengkang 90916
 Applications should reach us before Februari 15, 2014

Sumber : <https://id.pinterest.com/pin/736268239057847605/>

Information	Text 1	Text 2	Text 3
Company	Infinite Studios (PT. Kinema Sistran Multi Media)		
Address	Jl Hang Lekiu Km. 2, Batam. Indonesia		
Position Offers	Story Board Artist, 3 Modeller, Rigger and 3 D Animator.		
Qualification Needed	Find on their website. (www.kinema.framework.studios.com)		
Further Correspondence	Website and email.		

Look closely the CV provided below related to the applicant. Then use for an example of the application letter.

Text 4



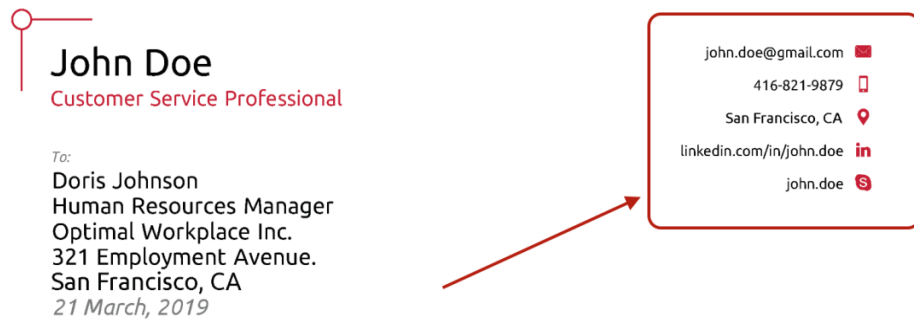
Sumber : https://id.pinterest.com/pin/347129083751554543/?nic_v2=1a5LMNL87

Now, write down on your own note books related to the text 2 and 3. Jangan lupa perhatikan contoh CV atau resume pelamar.

Great ! Anda sudah mampu mengidentifikasi informasi yang dibutuhkan saat akan menulis surat lamaran pekerjaan. Selanjutnya apa yang dilakukan?

Perhatikan langkah-langkah di bawahini.

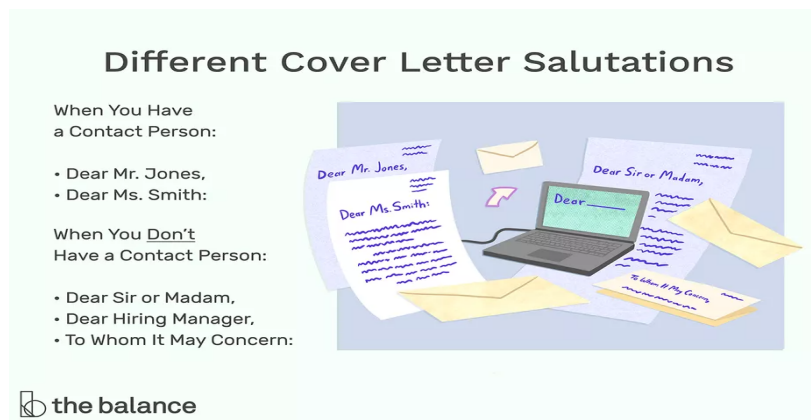
1) Start the Cover Letter with a Header



Here, you want to include all essential information, including:

- Full Name
- Phone Number
- Email
- Date
- Name of the hiring manager / their professional title
- Name of the company you are applying to

2) Make salutations



3) Write an Attention-Grabbing Introduction

Start off with **2-3 of your top achievements** to really grab the reader's attention. Preferably, the achievements should be as relevant as possible to the position.

4) Explain why you're the perfect person for the job and fit to the company.

You need to learn what the most important requirements for the role are. So, open up the job ad and **identify which of the responsibilities are the most critical.**

5) Use the right formal closing



REMEMBER

Top Tips for writing

1. Begin and end the letter appropriately.
 - Beginning: Dear Sir or Madam with no name – Closing: Yours faithfully
 - Beginning: Dear Mr / Mrs / Ms + surname – Closing: Yours sincerely
2. Give a clear reason for writing.
 - I am writing with regard to ... / to enquire about ... / to apply for ... / to express interest in ...
3. Use linking words to join similar ideas into paragraphs.
4. Include a summary comment near the end of your letter.
 - I hope you will find this information useful.
 - I would be very grateful for your assistance in this matter.
5. Close your letter with a set phrase.
 - I look forward to hearing from you.

C. Rangkuman

Dalam menyusun surat lamaran pekerjaan perlu memperhatikan beberapa hal pokok seperti contoh di bawah ini :

Your name
Your address
Your email address
Your phone number

<p>Date</p> <p>Name of hiring manager or supervisor</p> <p>Title of hiring manager or supervisor</p> <p>Company name</p> <p>Company address</p> <p>Salutation [Dear Mr./Ms.],</p> <p>Outline where you saw the job posting and express your interest in working in this role.</p> <p>Discuss some of your qualifications that would make you a good fit for the job.</p> <p>Describe your past experience in a way that emphasizes your personality and skills, while also showcasing how you align with the goals of the company.</p> <p>Express your appreciation to the hiring manager for reviewing your letter. Include any follow-up information, if applicable.</p> <p>Closing [Sincerely, Best]</p> <p>Your signature</p> <p>Your name (printed)</p>

D. Penugasan Mandiri

Coba Anda baca kembali text 2 dan text 3 dalam modu lini, kemudian bayangkan Anda adalah calon pelamar yang akan melamar pekerjaan pada posisi yang cocok dengan latar belakang Anda. Buatlah CV seperti contoh (teks 4) tuliskan pada buku catatan masing masing. Diskusikan dengan rekan atau kelompok belajar terdekat.

E. Latihan Soal

Arrange the following jumbled letter into a correct order!

5 North Street San Francisco, CA, 94102	October 17th, 2020
Michael Dunn	Kate West Comfort Transportation Company 12 North Street San Francisco, CA, 94102
Dear Mr. West:	Sincerely yours,
I thank you very much for considering me for this post. Should you need to contact me, you can do so by calling or emailing me at the number or email address in my attached resume.	

I am aware of the driver position advertised in today's local newspapers. Therefore, I would like to put forward my application for the position.

I have proper driving license and have been working as a bus driver for ten years in Miami. I am reliable and trustworthy employee and am ready to work long hours. I am punctual and capable of driving safely and carefully under any circumstances.

I am confident that I could do very well in your company as I usually did in my former employer.

Apakah Anda sudah mampu menyusun surat lamaran pekerjaan dengan benar?

Congratulation!

Silahkan bandingkan dengan jawaban di bawahini !

Michael Dunn
5 North Street
San Francisco, CA, 94102

October 17th, 2020

Kate West
Comfort Transportation Company
12 North Street
San Francisco, CA, 94102

Dear Mr. West:

I am aware of the driver **position** advertised **in today's local newspapers**. Therefore, I **would like to put forward** my application for the position.

I have proper driving license and have been working as a bus driver for ten years in Miami. I am reliable and trustworthy employee and am ready to work long hours. I am punctual and capable of driving safely and carefully under any circumstances. I am confident that I could do very well in your company as I usually did in my former employer.

I thank you very much for considering me for this post. Should you need to contact me, you can do so by calling or emailing me at the number or email address in my attached resume.

Sincerely yours,

Michael Dunn

F. PenilaianDiri

Di akhir kegiatan pembelajaran 2, silahkan Anda mengukur sejauh mana keberhasilan Anda mengikuti pembelajaran dengan menjawab pertanyaan yang Anda tulis di buku catatan masing masing.

NO.	KEGIATAN	YA/TIDAK/BELUM
1.	Saya berdoa sebelum dan sesudah membaca modul ini.	
2.	Saya mengerjakan soal dan latihan dengan jujur.	
3.	Saya mampu menulis bagian header	
4.	Saya mampu menuliskan tujuan penulisan surat	
5.	Saya mampu menuliskan isi surat secara jelas dan runut.	
6	Saya mampu menuliskan menutup surat dengan benar	

EVALUASI

Petunjuk Umum

1. Tulis nomor dan nama anda pada lembar jawaban.
2. Periksa dan bacalah soal-soal dengan teliti sebelum anda menjawab.
3. Dahulukan menjawab soal yang dianggap mudah.
4. Kerjakan pada lembar jawaban yang disediakan.
5. Penggunaan kamus tidak diperbolehkan.
6. Periksalah pekerjaan anda sebelum diserahkan kepada guru pamong.

Petunjuk Khusus

- 1) Pilihlah salah satu jawaban yang paling tepat dengan menghitamkan pada salah satu huruf A, B, C, D atau E dilembar jawaban.
- 2) Untuk membetulkan jawaban, hapuslah dengan karet penghapus sampai bersih kemudian hitamkan jawaban yang benar.

Part 1. Soal Uraian

Write an application letter based on the job vacancy and resume given. Choose on of the job vacancies that is suitable with the resume (CV)

Soal 1-7 pilih respons yang tepat

Yogyakarta Job Fair 2015

JOB FOR CAREER

October 6th – 9th, 2015
From 10 a.m. till 8 p.m.
At JEC hall center

Participant:
PT. INDO JAYA, PT. MAKMUR ABADI, PT. LINTANG RAYA
PT. INTAN MAKMUR, and many others.

Requirements: - Curriculum Vitae
- Bachelor degree at any majors
- max. 33 years old

Further information: (0274) 333 4444

**WALK-IN INTERVIEW
PT. MANDIRI JAYA INDO**

PT. Mandiri Jaya Indo, a reputed financing company,
looking for a qualified full time workers to fill the following position:

Marketing Manager (MM)

Requirements:

- Bachelor degree
- Active and passive English
- Good in communication
- Team player
- Computer literate
- 2 years of experience (minimum)

Bring your CV for the interested candidate at walk-in interview at:

Monday, November 16, 2015 at 8 a.m.
Place: PT. Mandiri Jaya Indo, Jl. Sudirman 56, Surabaya.

CURRICULUM VITAE	
Ilham Saputra	
PERSONAL INFORMATION	
Name	: Ilham Saputra
Place / date of birth	: Bogor, 23 August 1985
Nationality	: Indonesian
Sex	: Male
ADDRESS	
Address	: Walet Street No. 13 Tanah Sareal, Bogor. West Java
Phone number	: 081890909090
Email	: ilhamsaputra@gmail.com
EDUCATION	
2003 - 2007, University of Indonesia, Majoring Management	
PERSONAL INTERESTS	
Reading books, sport, organization	
WORKING EXPERIENCE	

2010 – 2012 HRD at PT. Gas Negara 2008 – 2013 Supervisor at Ramayana Dept. Store
SKILLS
Active in English Computer Literate Working in Team Communicative Good at managing

Part 2

Answer the following questions.

The text below is for question number 1 - 3

**WALK-IN INTERVIEW
PT. MANDIRI JAYA INDO**

PT. Mandiri Jaya Indo, a reputed financing company,
looking for a qualified full time workers to fill the following position:

Marketing Manager (MM)

Requirements:

- Bachelor degree
- Active and passive English
- Good in communication
- Team player
- Computer literate
- 2 years of experience (minimum)

Bring your CV for the interested candidate at walk-in interview at:

Monday, November 16, 2015 at 8 a.m.
Place: PT. Mandiri Jaya Indo, Jl. Sudirman 56, Surabaya.

1. The characteristics of Job Vacancy is the following, except :
 - A. Using short sentence;
 - B. Giving detail information
 - C. Using colourful image
 - D. Using simple language
 - E. Using understandable language
2. Which is the incorrect statement
 - A. The applicant must be able to operate computer
 - B. The applicant must be able communicate using English
 - C. The applicant should be fresh graduate.
 - D. The applicant msut bring CV as walk in interview
 - E. The company's profile is about financing.
3. The word of requiremnets has closest meaning to ...
 - A. Academic degree
 - B. Applicant's experiences

- C. Company's profiles
- D. Applicant's qualifications
- E. Skills

Text 2 is for no 4 – 8

Joseph Q. Applicant
123 Main Street, Anytown, CA 12345 · 555-212-1234 ·
josephq@email.com

July 20, 2020

Jane Smith
Director, Human Resources
Fit Living
123 Business Rd.
Business City, CA 54321

Dear Ms. Smith,

I'm writing to apply for the position of Social Media Manager for Fit Living, as advertised on your website careers page. I have three years of experience as a Social Media Assistant for Young Living, and I believe I am ready to move up to the manager position.

In your job posting, you mention that you want to hire a Social Media Manager who understands Internet and social media trends. During my time at Young Living, I was given the responsibility of increasing follower numbers on Instagram. I explained to my manager that I would be happy to do so, and that I would also work hard to increase follower participation, because engagement has become an important metric.

Within six months, I increased our followers by over 50% and increased engagement by 400%. I'm very proud of that accomplishment. Currently, I'm working to build a following with the best influencers in our niche.

When I saw the job opening, I knew it was the perfect opportunity to offer you both my social media marketing skills and people skills. I've included my resume so you can learn more about my educational background and all of my work experience. Thank you for your time and consideration.

Please feel free to email me atjosephq@email.com or call my cell phone at 555-555-5555. I hope to hear from you soon.

Sincerely,

Joseph Q. Applicant (signature hard copy letter)

Joseph Q. Applicant

4. How can the applicant get information about job vacancy? He may get from...
- A. Television
 - B. Newspaper
 - C. Magazine
 - D. Social Media

- E. Website
5. What qualification does the company search most?
 - A. Person who is able to operate computer
 - B. Person who understand the millennial things.
 - C. Person who is expert in using internet
 - D. Person who is good at internet and social media
 - E. Person who can able to become a trend setter for social media
 6. Based on the text above, the following statement is correct related to the applicant characters.
 - A. The applicant looks so ambitious
 - B. The applicant is so ignorant with society.
 - C. The applicant has strong confidence.
 - D. The applicant is impolite
 - E. The applicant has shown responsibility.
 7. The biggest factor that could motivate the applicant to try this job position is...
 - A. He has the experience
 - B. He has good academic background supporting his job
 - C. He has a strong connection with this company environment.
 - D. He has good achievement related to the same field the company searches for.
 - E. He knows what to do in his job better.
 8. I **increased** our followers by over 50%.... the word of increase has the same meaning with ...
 - A. making different
 - B. making stronger
 - C. making smaller
 - D. making bigger in numbers
 - E. making double in numbers

This text is for number 9 and 10. Complete the text with suitable words

In my previous role as a Facebook Marketing Expert at XYZ Inc. I9.....customer acquisition through ads, managing a monthly Facebook ad budget of \$20,000+. As the sole digital marketer at the company, I managed the ad creation & management process end-to-end. Meaning, I created the ad copy, images, picked the targeting, ran optimization trials, and so on. I really admire how Company XYZ thrives for excellence for all its.....10....lines, creating market-leading tech. As someone that has qualification and skills, I truly believe that I and Company XYZ will be a great match

9. The best word is suitable is...
 - A. Spoke
 - B. Managed
 - C. Handled
 - D. Talked
 - E. Served
10. The suitable word is...

- A. Workers
- B. Sellings
- C. Machines
- D. Fabrics
- E. Products

RUBRIK DAN KUNCI JAWABAN

DAFTAR CEK LIST SURAT LAMARAN PEKERJAAN	
1)	<p>Does your cover letter heading include all essential information?</p> <ul style="list-style-type: none"> • Full Name • Professional email • Phone Number • Date • Relevant Social Media Profiles
2)	<p>Do you address the right person? I.e. hiring manager in the company / your future direct supervisor</p>
3)	<p>Does your introductory paragraph grab the reader's attention?</p> <ul style="list-style-type: none"> • Did you mention 2-3 of your top achievements? • Did you use numbers and facts to back up your experience?
4)	<p>Do you successfully convey that you're the right pro for the job?</p> <ul style="list-style-type: none"> • Did you identify the core requirements? • Did you successfully convey how your experiences help you fit the requirements perfectly?
5)	<p>Do you convince the hiring manager that you're passionate about the company you're applying to?</p> <ul style="list-style-type: none"> • Did you identify the top 3 things that you like about the company? • Did you avoid generic reasons for explaining your interest in the company?
6)	<p>Did you finalize the conclusion with a call to action?</p>
7)	<p>Did you use the right formal closure for the cover letter?</p> <p>Need some inspiration? Read on to learn about some of the best cover letter examples we've seen (for different fields).</p>

KUNCI JAWABAN

NO	KunciJawaban	NO	KunciJawaban
1	C	6	C
2	C	7	D
3	D	8	D
4	E	9	C
5	D	10	E

Jawaban benar diberikan skor 1, jika salah diberikan skor 0

Nilai = Jumlah skor benar X 100

DAFTAR PUSTAKA

https://learnenglishteens.britishcouncil.org/sites/teens/files/a_cover_letter_-_exercises.pdf
<https://quipper.com/>
<https://www.polibatam.ac.id/wp-content/uploads/2014/05/Job-Vacancy-Infinite-Studios.jpg>
<https://www.indeed.com/career-advice/finding-a-job/how-to-write-an-application-letter-for-a-job>
<http://britishcourse.com/analytical-exposition-text-materi-dan-contoh.php>
<https://noveresume.com>
<https://www.thebalancecareers.com/how-to-write-a-job-application-letter-2061569>
https://id.pinterest.com/pin/347129083751554543/?nic_v2=1a5LMNL87
<https://id.pinterest.com/pin/736268239057847605/>
<https://www.polibatam.ac.id/job-vacancies-in-infinite-studios/>