**to Apply for a Job?**

**Chapter 5**: **Do You Know How**

**ujuh PTembelajaran:**



Setelah mempelajari Bab 5, siswa diharapkan mampu:

1. Mensyukuri kesempatan dapat mempelajari bahasa Inggris sebagai bahasa pengantar komunikasi International yang diwujudkan dalam semangat belajar.
2. Menunjukkan perilaku santun dan peduli dalam melaksanakan komunikasi interpersonal dengan guru dan teman.
3. Menunjukkan perilaku jujur, disiplin, percaya diri, dan bertanggung jawab dalam melaksanakan komunikasi transaksional dengan guru dan teman.
4. Menunjukkan perilaku tanggung jawab, peduli, kerjasama, dan cinta damai, dalam melaksanakan komunikasi fungsional.
5. Menganalisis fungsi sosial, struktur teks, dan unsur kebahasaan dari surat lamaran kerja, sesuai dengan konteks penggunaannya.
6. Menangkap makna dalam teks berbentuk surat lamaran kerja.
7. Menyunting surat lamaran kerja, dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan yang benar sesuai konteks.

# WARMER: Boardgame (Mindmap)

Your teacher will divide the class into 4 groups and show you how to play boardgame (mindmap).

All groups will compete to complete the mindmap on the whiteboard. The first to finish the mindmap will be the winner. Look at the example below.



Assisting the chair

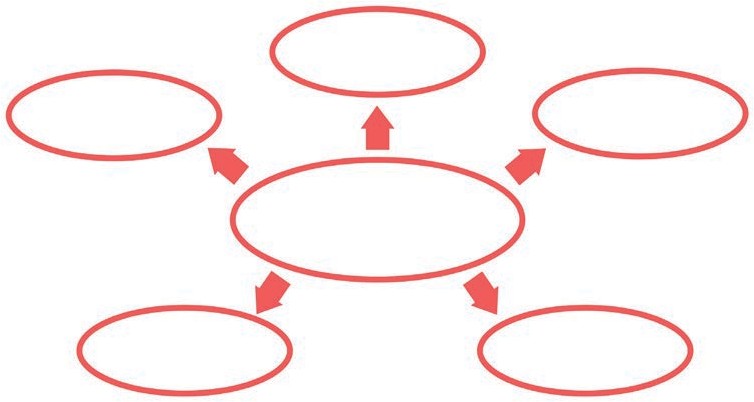
Maintaining correspondence

Organizing meetings

**ACRsEETARY**

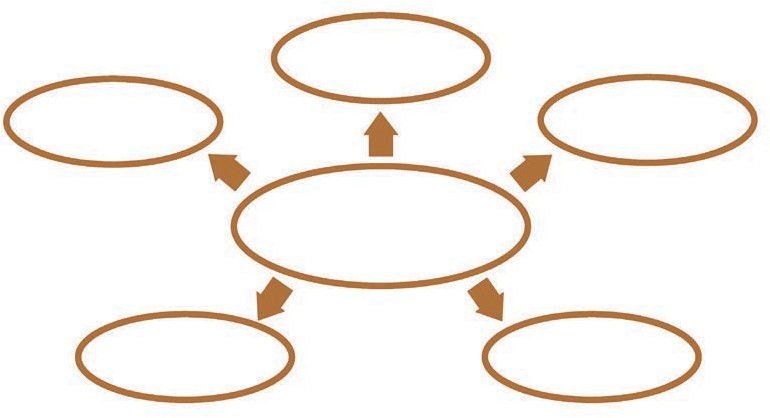
Upholding legal documents

Keeping records



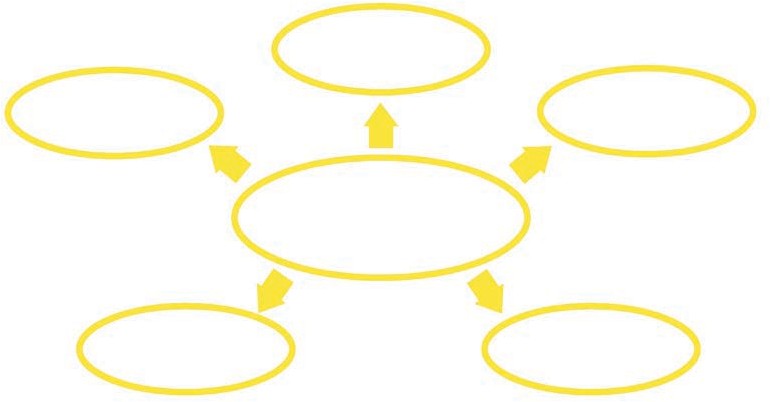
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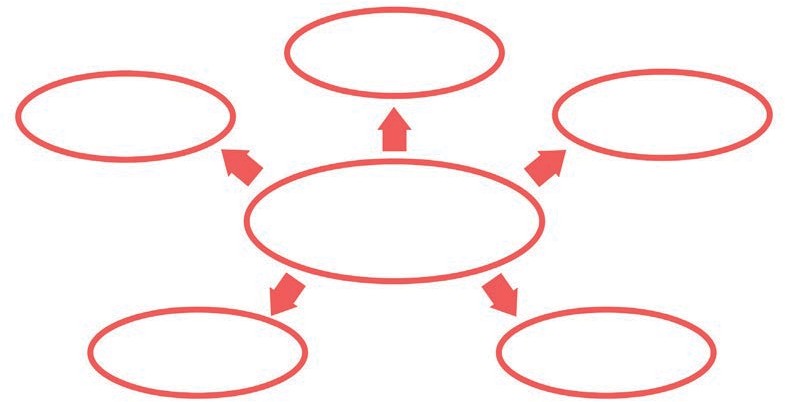


**ARALRiB**

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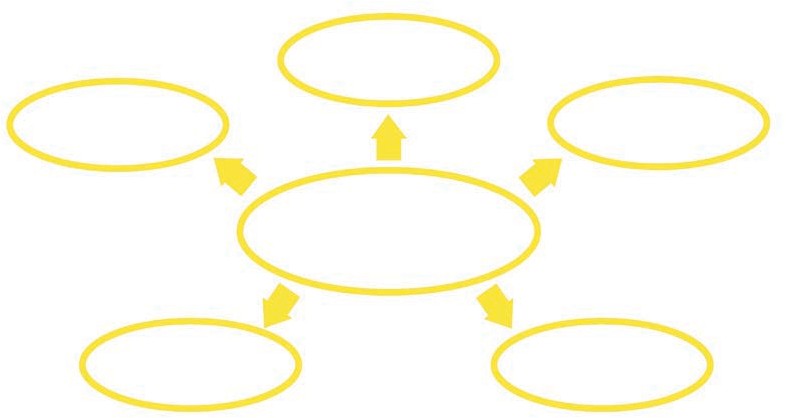


**A METEoRoLogisT**



**A MARKET**

**REsEARCHER**



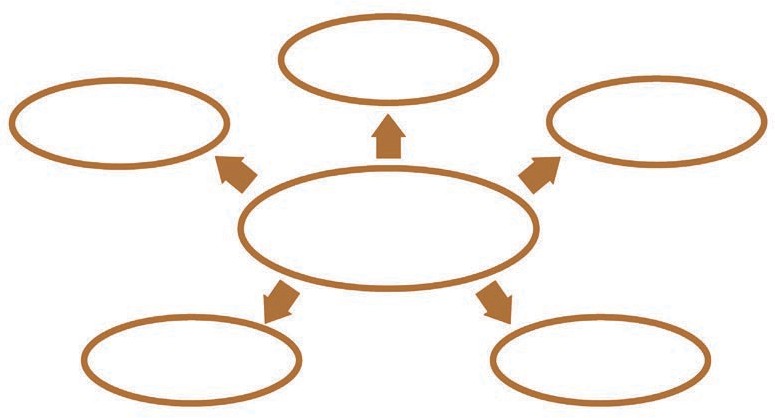
**An AniMAToR**



**A MAnAgER**

Creating and maintaining budget

Writing reports



**AigDnEs ER**



Discuss with your friends next to you what job you want to have in the future. You have five minutes to do the activity.

# oBsERVing AnD QUEsTioning

## Reading

**Task 1:** Previewing

Read the text carefully. As you read, ask yourself the following questions:

* 1. What type of text is that?
  2. What do you think the text is about?
  3. Why do people write such a text?
  4. Will you someday also write the same kind of text?

(2)

Mr Frank Peterson, Personnel Manager Jeans and Co.

Jl. Raya Pandaan 186

Pandaan Pasuruan, Jawa Timur, 98502

(1)

**Lilis Handayani** Jl. A. Yani 389 Surabaya, 65151

April 19, 2009

Dear Mr. Peterson: (3)

* + 1. I am writing to you in response to your advertisement for a local branch manager, which *appeared* in the Jawa Pos on Sunday, June 15. As you can see from my *enclosed resume,* my experience and *qualifications* match this position's requirements.
    2. My current position, managing the local branch of a national shoe *retailer*, has provided the opportunity to work under a high-pressure, team environment, where it is essential to be able to work closely with my colleagues

*in order to* meet sales deadlines.

In addition to my responsibilities as manager, I also developed time management tools for staff using Access and Excel from Microsoft's Office Suite.

* + 1. Thank you for your time and consideration. I *look forward* to the opportunity to personally discuss why I am particularly *suited* for this position. Please call me after 4.00 p.m. to suggest a time we may meet. I can be reached via telephone number 031-858564 or by email at [lilish@yahoo.com.](mailto:lilish@yahoo.com)

Sincerely, (7)

Lilis Handayani

**Task 2:** Vocabulary Building

Based on the context of the text, guess the meaning of

the words in italics in the text above. After that, match the English words on the left with the Indonesian equivalents on the right.



to appear enclosed qualification

in order to requirement colleagues consideration be suited resume

: termuat di koran

: terlampir

: jenis keterampilan/ kepribadian pengalaman yang membuat seseorang cocok untuk

suatu pekerjaan tertentu

: agar

: persyaratan

: kolega

: pertimbangan

: cocok untuk

: daftar riwayat hidup/curriculum

vitae (CV)

**Task 3:** Comprehension Questions

**Answer the following questions briefly.**

1o. whoTm is the letter sent?

1. Who wrote the application letter?
2. What is the purpose of writing the letter?
3. What position is being advertised?
4. How did Lilis Handayani know the vacancy?
5. What is Lilis’s current position?
6. What has her current position provided with?
7. What other responsibilities does she have at the moment?
8. Do you think that Lilis is confident about her

competence? How do you know?

1. Does Lilis indicate her willingness for an interview? Find the evidence from the text.

**Task 4:** Questioning Activities

o you sDtill have questions? Write down your questions

and take turns asking and answering questions with your partner. Compare your answers to your partner’s. Identify relevant words (data) from the text to support your answers. If you’re not sure, check the answers with the teachers.

**Task 5:** Vocabulary in Context

s you aAlready know the meaning of the (new) words in

Task 2, now use the following words to fill in the blanks. Consider

the context of the sentences in choosing the right words.

|  |  |  |
| --- | --- | --- |
| be suited | consideration | appear |
| requirement | qualification | in order to |
| attached to | resume/CV | colleague |

* 1. Siti still cannot hide her happiness because her investigation report about high school students’ eating habit ………………. on a regional newspaper yesterday.
  2. Butet frequently initiates speaking in English with her classmates because one of the ……………….. appearing in job vacancy advertisement in the internet and newspaper requires English fluency.
  3. Students of XII E class made a class pledge stating their commitment to stop bullying ………………create positive classroom atmosphere for every class member.
  4. I support Eva Tuarita to be the new head of our student association because she possesses all the …………….. to be a good leader for us.

5at.u TiRta has written a letter addressed to the principal

of our school asking permission not to attend classes for 2 days because we will join an English speech competition. The letter is our completed application letter to join the event, which is also signed by our English teacher.

1. As good……………, our teachers visited our English teacher who has been sick for a week. Some of us also went there together bringing our teacher’s favorite fruit.
2. Maya’s calm personality is really ………… for her role as one of the school mediators that help conflicted students to achieve conflict resolution.
3. Fighting? Never. Although Bejo is a great master in martial arts, he never takes fighting into his ………………. in dealing with problems.
4. Don’t forget to attach your ................. in your application letter and don’t forget to include all the trainings that you have attended.

**Task 6:** Pronunciation Practice

1. **to appear:** / tu əˈpɪr /
2. **be enclosed:** / bi: ɪnˈkloʊzd /
3. **qualification:** /ˌkwɑːlɪfəˈkeɪʃ ə n /

4 . **in order to:** / ɪn ˈɔːrdər tuː/

1. **requirement:** / rɪˈkwaɪrmənt/
2. **colleagues**: /ˈkɑːliːɡ /
3. **consideration:** / kənˌsɪdəˈreɪʃ ə n /
4. **be suited:** / biːsuːtɪd/
5. **resume:** / rɪˈzumː /

# grammar Review - Passive Voice

### **Task 1:** Read the following sentences. Observe the italicized verbs.

* 1. I *am* particularly *suited* to this position.
  2. I *can* also be reached by email.
  3. The application letter is *written* by William Smith.
  4. The programmer position *is advertised* in the Times Union.
  5. Three references *are enclosed* in the application letter.
  6. The application letter *was sent* three days ago.
  7. Several positions *were offered* in yesterday’s local newspaper.

Did you notice that in all the sentences you found ***be (am, is, are, was, or were)*** and ***past participles (V-3)***? Those sentences are called ***passive sentences.*** Study the following examples to see how passive sentences are formed from active ones.

|  |  |
| --- | --- |
| **Active Voice** | **Passive Voice** |
| She cleans the room every day. | The room is cleaned every day. |
| He is cleaning the rooms right now. | The rooms are being cleaned right now. |
| She cleaned the room yesterday afternoon. | The rooms was cleaned yesterday afternoon. |
| The cleaning service was cleaning the rooms at  12.00 yesterday. | He couldn’t check in at 12.00 noon yesterday because the rooms were being cleaned. |

|  |  |
| --- | --- |
| She has cleaned the room. | The room has been cleaned. |
| He has cleaned the rooms. | The rooms have been cleaned. |
| They will clean the rooms. | The rooms will be cleaned. |

In the passive voice, the subjects disappear. Passive voices are usually used when the subjects (doers) are not really important, therefore they might be erased from the sentences. In passive voice, the process is more important than the doer.

**noTE:**

**Task 2:** Change the following active sentences to passive ones.

1. He manages the local branch of a national shoe retailer.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The company has advertised the job opportunity in the national newspaper.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. He developed time management tools for staff.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. She will enclose her resume in the application letter.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Linda is writing an application letter for the position as a secretary.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# CoLLECTing inFoRMATion

## Text structure

Please read the application letter written by Lilis Handayani once again carefully. Notice the numbers given (see page 62 & 63). Those numbers represent parts of the application letter as follows.

|  |  |
| --- | --- |
| No | **Parts of the Application Letter** |
| 1 | Your address |
| 2 | The address of the company you are writing to. Use complete title and address; don't abbreviate. |
| 3 | Always make an effort to write directly to the person in charge of hiring. |
| 4 | Opening paragraph – Use this paragraph to specify which job you are applying for, or, if you are writing to inquire whether a job position is open, question the availability of an opening. |
| 5 | Middle paragraph(s)/body – This section should be used to highlight your work experience which most closely matches the desired job requirements presented in the job opening advertisement. Do not simply restate what is contained in your resume, but give strong reasons why you are suited to the position. |
| 6 | Closing paragraph – Use the closing paragraph to ensure action on the part of the reader. One possibility is to ask for an interview appointment time. Make it easy for the personnel department to contact you by providing your telephone number and email address. |
| 7 | Always sign the application letter. ("enclosure" indicates that you are enclosing your resume.) |



The following text is another example of an application letter. Read it carefully. Then, identify parts of the application letter by referring to the guiding questions below.

1h.ich pWart indicates the address of the job applicant?

* 1. Which part indicates the address of the company the letter is sent to?
  2. Which part indicates the person in charge?
  3. Which part indicates the opening of the letter? What information is provided?
  4. Which part contains any information that matches the

position? What specific information is highlighted?

* 1. Which paragraph closes the application letter? What information is written in this part?
  2. Where do you put your signature?

**January 23, 2014**

George Sebastian Prosperous Company 25 Saint John Court Hatfield, CA 08065

Dear Mr. Sebastian,

I am writing to apply for the programmer position advertised in the Times Union. As requested, I am enclosing a completed job application, my certification, my resume and three references.

The opportunity presented in this listing is very interesting, and I believe that my strong technical experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include: I have successfully designed, developed, and supported live use

applications. I strive for continued excellence, and I provide exceptional contributions to customer service for all customers. With a BS degree in Computer Programming, I have a full understanding of the full life cycle of a software development project. I also have experience in learning and excelling at new technologies as needed.

Please see my resume for additional information on my experience.

I can be reached anytime via email at [john.donaldson@emailexample.com](mailto:john.donaldson@emailexample.com) or my cell phone, 909-555-5555.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

Signature (for hard copy letter)

John Donaldson

### **Task 3:** Discuss your answers with your friends.

**Task 4:** Refer back to the comprehension questions under the application letter written by Lilis Handayani. Observe and study the questions carefully. In pairs, make comprehension questions based on the application letter written by John Donaldson. Then, compare your questions to the ones made by other pairs.

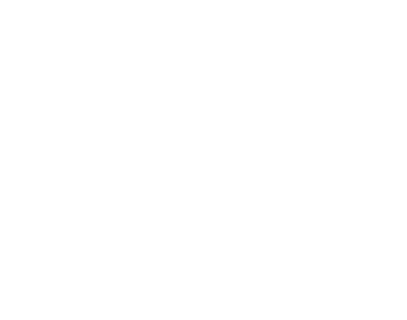
# Associating

## Writing



**Task 1:** Read the following job vacancy carefully.

**VA C A n C Y**



Apika Plaza, a reputed and well-established showroom, is seeking to fulfill job vacancy from qualified, motivated, and experienced individuals. If you think you have the confidence and the capability in you, then you are more than welcome to apply.

**Position: sales Executive**

Qualifications:

Bachelor’s degree in any discipline

Minimum 2 years of experience in a similar position

Proficiency in both English and Indonesian

Basic computer skills

Charming personality and good interpersonal skills Roles and Responsibilities:

Deal and negotiate with customers

Respond to customers’ queries about various products and services

Interested candidates should send their CV and scanned photograph to Apika Plaza Ltd., Jalan A. Yani 25, Sukamakmur 65126

(Attn. Mr. Feliks Diansyah, Manager)

**Task 2:** Write an application letter to respond to the above job vacancy. Use these points about parts of application letters to help you.

1. Write your address.
2. Write the address of the company your application letter is sent to.
3. Write down the name of the person in charge.
4. Write down any necessary information in the opening of the letter.
5. Write down specific information to indicate that your

capability matches the position.

1. Write down any necessary information in the closing.
2. Sign your application letter.

**Task 3:** Find another example of application letters in the internet. Analyze whether you can find the parts of application letters that you have learned. Exchange with friends.

**R E F L E C T i o n**

At the end of this chapter, ask yourself the following questions to know your learning progress.

* 1. Have you been able to understand the purpose of an application letter?
  2. Do you know what information appears in an application letter?
  3. Do you know how to write an application letter?
  4. Can you respond well to the interviewer during a job interview?

Source: [www.123trf.com](http://www.123trf.com/)

If your answer is **no** to one of these questions, see your teacher and discuss with him/her on how to make you understand and be able to write or talk about yourself better.