

MI-3E

Application Letter Analysis

Here is where your application letters will be analyzed.

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**“Mistakes grow
your brain.”**

—Jo Boaler

Whoa!


Why do you think it is
important to do this
exercise?



Agenda

- 01** Work in small groups
- 02** Read carefully application letter examples given
- 03** Analyze samples from point 2
- 04** Report the findings





Let the adventure begins.

Go click on to find what's on the next slide.



Spot **what's wrong** & offer solutions!

Head of HRD

Milestone Integrated Marketing Solutions

South Jakarta

With respect,

Based on the information I received from <https://www.jobstreet.com>, Milestone Integrated Marketing Solutions has a job opening as a Web Developer Programmer.

Therefore, I would like to apply for the position.

Maybe you can offer more solutions for these samples

Here is my biography :

Name : [REDACTED]

Gender : Female

Date of Birth : Tuban, December 5, 1998

Education : D3 Informatic Management

Phone : [REDACTED]

Email : [REDACTED]@gmail.com

I have skills in web development, knowledge and skills in HTML, CSS, javascript, JQuery, PHP, and system login administration and web application. I can work in teams, understand cloud computing and computer literate, and understand the internet.

With regards,

I wish to apply for the position of Data Master Officer, advertised on your website. As requested I enclose my resume and references.

I am 21 years old. I graduated from D3 majoring in informatics at Malang State Polytechnic. I graduated with 3.5 IPK. I have good skills in Microsoft Excel. I able to work in under pressure and good in team work. I have good attitude and adaptable in different environments and I willing to placed in all part in Indonesia. I would be able to impart my skills and gain additional knowledge for professional growth with your company.

I would appreciate for an opportunity to have an interview. I can be reached at 0812345678 any time.

Thank you

You could give **some advise**,
for these samples? Why not?

Applications ~~for~~ the post of Data Master Officer

Assalamualaikum wr.wb.

I am interested in job advertisement on the internet for the position of master data officer and would be very grateful if you could consider my application.

I am 21 year old and still single. I am still studying for the last semester at the Malang state polytechnic majoring in information technology, my religion Islam and the average GPA = 3,5.

I am proficient in the field of Microsoft Excel, Word, Power Point. I like new experiences, in campus I learned about IT, starting with application programming, websites programming, and the SQL or my SQL.

If I am accepted at the company, I am ready to stay in Bekasi and will contribute optimally.

Walaikumsalam wr.wb.

Malang, 14 Maret 2021

[Signature]

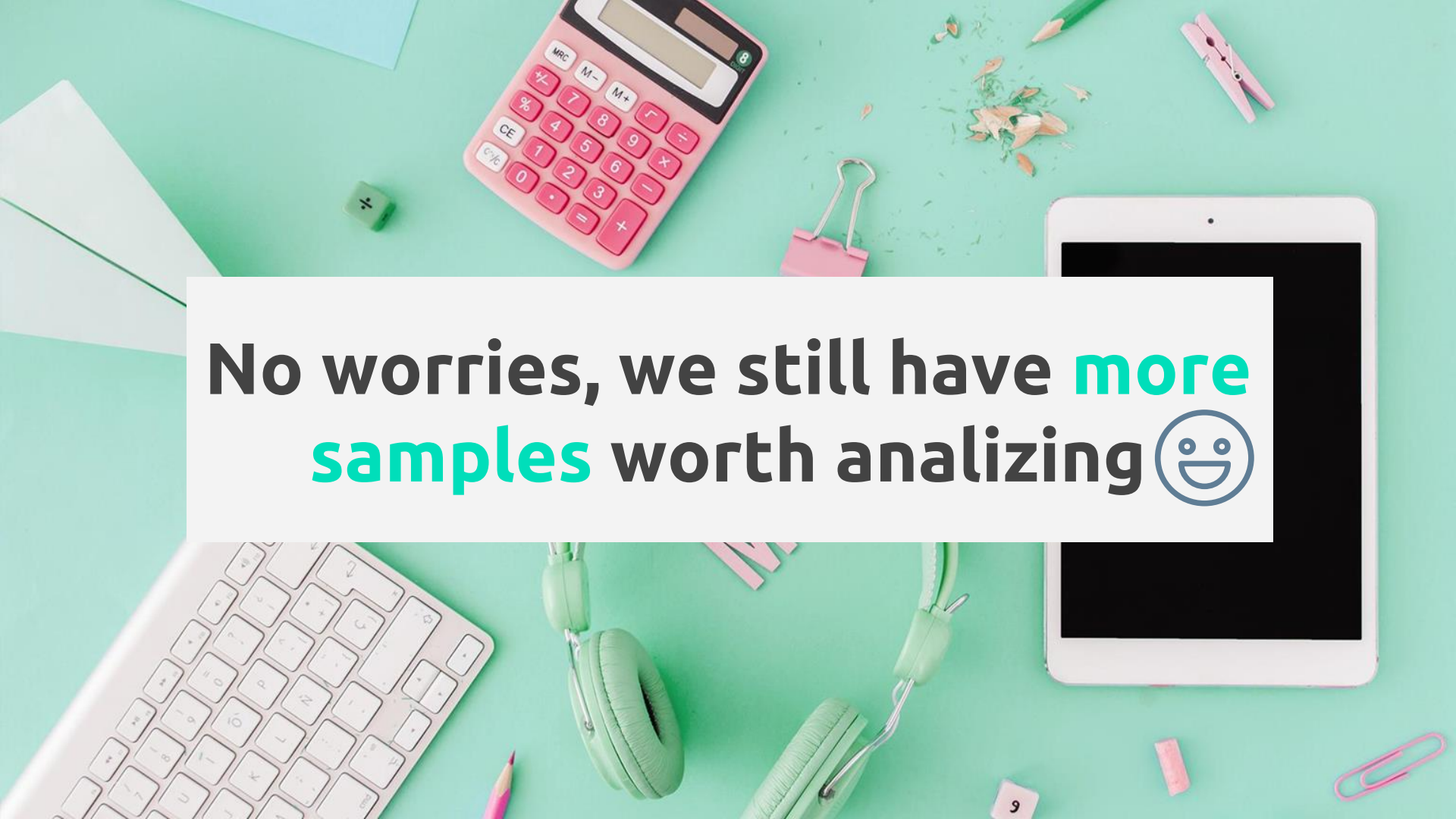
Address : Jl. Pahlawan 17, Bojonegoro, Jawa Timur 62162
Phone / e-mail : +62581-2500000 / 250@gmail.com

I am currently 21 years old and not married. I have experience in the IT field, I had an internship at Dinas Komunikasi dan Informatika Kota Batu as programmer for 1 year. I have good communication skills and high spirits. The requirements that you have listed really match my expertise, including: I am experienced in programming Java (J2EE), I understand Web Application concept and SDLC concept, Mastering speak English and Indonesian, communicative, able to work in teams. Together with this letter, I enclose Curriculum Vitae (CV) and My Portfolio. I hope to be given an interview so that I can explain my potential in more detail. For the attention and opportunity that you have given me, I would like to thank you.

Yours Faithfully,

[Signature]

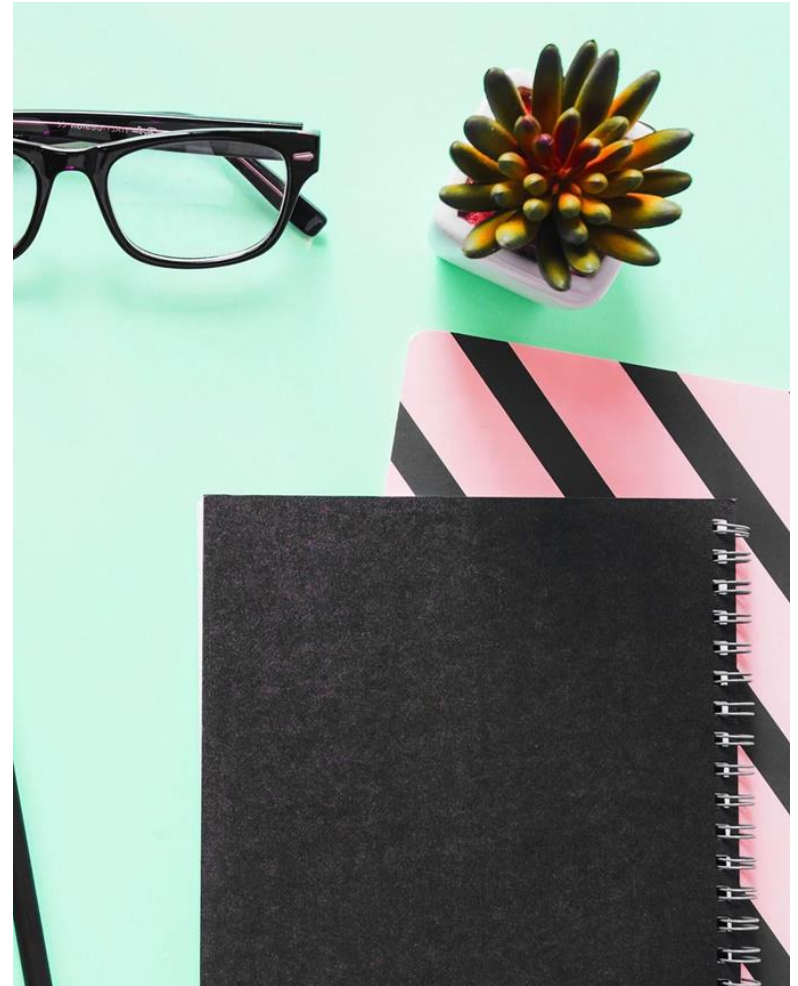
(- , A.Md.)



No worries, we still have **more**
samples worth analyzing 😊

Here are some more **samples** to analyze

It's not everyday you are given a chance to judge people. 😊 However, do it properly by giving solutions to the problems. Your audience will appreciate that



I am writing to apply for the data master officer position that advertised in the internet. As requested, I enclose a completed job application and my CV. I would appreciate if you could consider my application.

I am 21 years old and a recent graduate from State Polytechnic of Malang, majoring at Informatics Management Study Program with GPA 3.71.

This role is very appealing to me, I believe that my college experience and education can make me as a strong candidate for this position. In addition, I have completed a several course to broaden my knowledge about data and computer, especially SQL and Excel. Besides, I'd love to craving for knowledge, able to learn, and adapt quickly to a new tasks. Moreover, I have an internship experience in a Software House as web developer that given me a chance to more understand about how SQL works.



Diboyo Village
Lamongan - East Java 62291

March 13, 2021

Human Resource Development
Milestone Integrated Marketing Solutions.
Jakarta.

Dear Sir / Madam



I am writing to apply for the web developer position ads in the jobstreet. As request, I am enclosing a completed job application, my certification and my resume

My name is [REDACTED] I am twenty two years old. I am still studying at State Polytechnic of Malang majoring at informatics Managements Study program with GPA = 3,53.

I have designed two program in codeigniter for ecommerce use. The program was warehouse inventory and Point of Sale, and until March. I have been writing program in PHP for usage TA.

1 month ago I did a field work practice program at CV. Tr. Makmur as a web developer. I now feel ready for more responsibility and more challenging work, and would welcome the opportunity to learn about a new industry.

I enclose my CV. I will be available for an interview at anytime. I look forward to hearing from you.

Yours sincerely

I have read from the advertisement on <http://www.jobstreet.com> that your company is looking for an employee for a position. Based on the advertisement, I was interested in applying for Maintenance National Master data in accordance with my educational background in informatics.

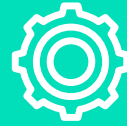
My name is [REDACTED]. I am twenty one years old. I am still studying at Politeknik Negeri Malang majoring at Information Technology Department Program Study Informatics Management. I consider myself that I have qualification as you want. I have good motivation for progress and growing, eager to learn, and can work with a team or by myself. Besides that I possess adequate computer skill.

With my qualifications, I confident that I will be able to contribute effectively to your company. Here I enclose my:

1. Copy of Bachelor Degree (Diploma 3) Certificate and Academic Transcript.
2. Curriculum Vitae.

I would express my gratitude for your attention and I hope I could follow your recruitment as luckily.

So, what did you learn today?



TEXT 01

Did it help you understand the topic better?



TEXT 02

What should you do first to write a good application letter?



TEXT 03

What mistakes can you improve?



TEXT 04

Still thinking, handwritten application unimportant?

You did GREAT!

Congratulations for passing an exercise in **writing an application** letter.

It's **NOT EASY**, isn't it?

“Mistakes are a fact of life. It is the
response to error that counts.”

- *Nikki Giovanni*



Thanks!

Does anyone have any questions?

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@faridaulfa8

