

MI-3E

Application Letter Analysis

Here is where your CV will be analyzed.

By. Farida Ulfa
Jurusan Teknologi Informasi
Politeknik Negeri Malang





**“Mistakes grow
your brain.”**

—Jo Boaler

Get ready!

Any idea why do you
need to to do this exercise?



Agenda

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





Let's begin then.

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



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

PERSONAL PROFILE

More than 2 years I studied in the IT field such as Website programming, Android, and games. I am personally easy to adapt, can work with grub, honest and discipline.

I'm very cooperative and fast learner, I'm very interesting, willing to learn new experiences, and will work hard to achieve my best.

EDUCATION

BASIC SCHOOL 1 BEKTIHARJO (2006-2012)

Graduate date : June 2012

POLITECHNIC STATE OF MALANG (2018-NOW)

Graduate of Informatic Technology : D3 Informatics Management

Expected graduate date : November 2021

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



EDUCATION

2018-now

Malang State Polytechnic

2015-2018

SMAN 1 SOOKO

2012-2015

SMPN 7 MOJOKERTO

2006-2012

SDN MLIRIP II



AWARDS

Achievements

Semifinalist of Venol 2016 (National Level) held by Faculty of Veterinary Medicine Airlangga University

Scholarship

Selected Student who get "Beasiswa Prestasi Peningkatan Akademik (PPA)" 2019 and 2020, held by Malang State Polytechnic



WORKING EXPERIENCE

2021

As Internship in Badan Kesatuan Bangsa dan Politik Kabupaten Malang

2020

As Account Executive (Freelance) by MyRepublic

2015 & 2017

As Entrier Data by MPM Motor Surabaya and Jawa Pos Surabaya

Maybe you can offer
more **solutions** for
these samples

Educations

SMAN 1 SOOKO

2015 - 2018

- Science Courses
- Coordinator of Computer Extracurricular Research and Development Division

POLITEKNIK NEGERI MALANG

2018 - Now

- Information Technology Courses
- Informatics Management Program
- Current GPA : 3.82

Experiences

- Web Developer Internship at BNN Malang (Jauari 2021 - 1 Month)
- Web Developer Internship in Peduly.com (February 2021 - 3 Months)

Awards

- 1st Winner of Game Development IT Competition 2020 POLINEMA
- 1st Winner of Big Data Online Workshop 4th Southeast Asia Creative Camp SEAMEO

EXPERIENCE

2020-Now

MSI product sellers

2020-2021

On the job training at Badan Kepegawaian dan Pengembangan Sumber Daya Manusia (BKPSDM) Tuban

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



I am a college graduate (GPA 3.45) as an intermediate computer expert diploma. With great willingness, responsible for my job, and quick to adapt. I believe I can help the company achieve its goals.

Address: Rengel Street, Tuban
District-East Java
Date of birth: October 8th, 1999
Gender: Female
Religion: Islam
Phone: 0812 3456 7890
Email: sarahsari@gmail.com

2018 - 2021	STATE POLYTECHNIC OF MALANG D-III Informatics Management
2015 - 2018	STATE SENIOR HIGH SCHOOL 1, RENGEL Science Major
2012 - 2015	STATE JUNIOR HIGH SCHOOL 1, RENGEL

EDUCATION

SMAN 2 TAMBUN SELATAN - Nature Science
2016-2019

STATE POLYTECHNIC OF MALANG -D3,
Management Informatics

- 2019- now
- expected Graduate Date : Sept 2021
- GPA : 3.72

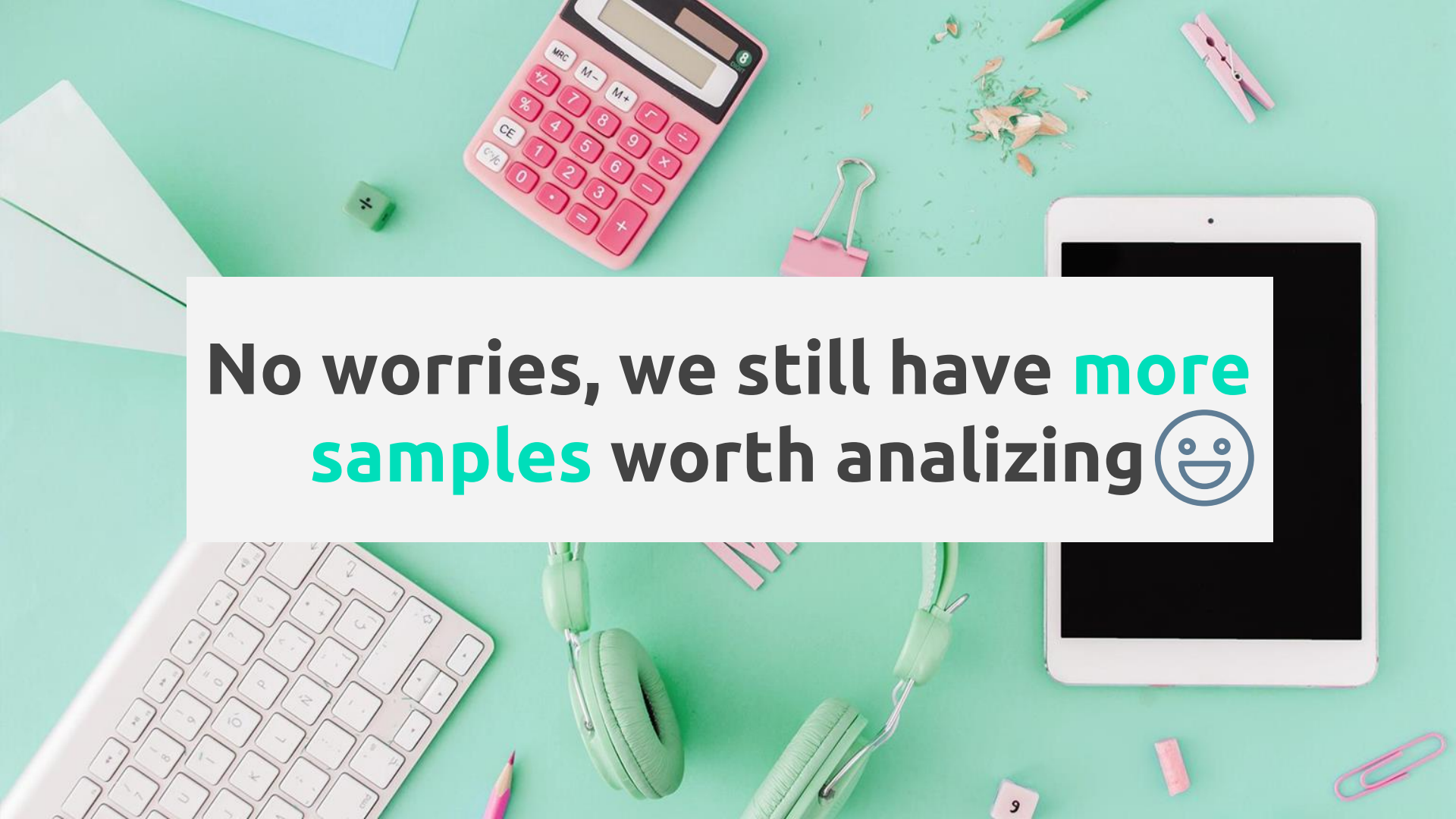
WORK EXPERIENCE

DISKOMINFO KABUPATEN MALANG
jan - feb 2021

- Internship as Software Developer CSS, HTML, Javascript and Codeigniter

ORGANIZATION

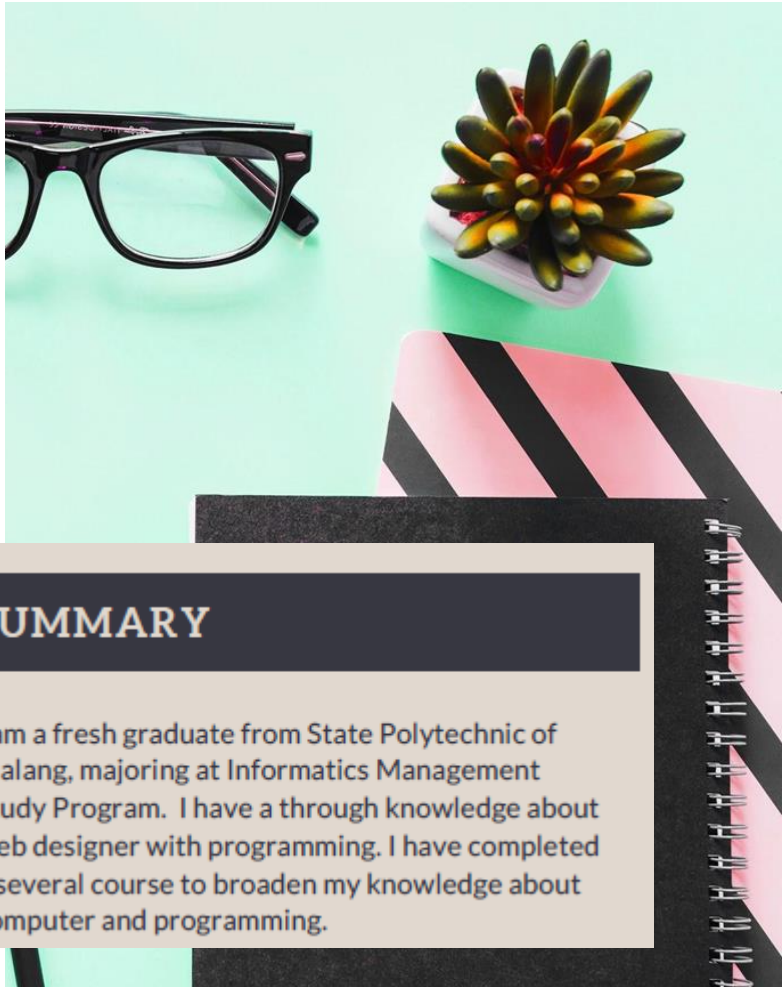
2017	Jurnalistik Smanda
2019 - now	Workshop Riset Informatika



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



SUMMARY

I am a fresh graduate from State Polytechnic of Malang, majoring at Informatics Management Study Program. I have a through knowledge about web designer with programming. I have completed a several course to broaden my knowledge about computer and programming.



WORK EXPERIENCE

Perusahaan Umum (PERUM) Perikanan
Indonesai cabang Brondong
24 Desember 2020 - 26 Januari 2021
Maked System Informasi Company Profil
Perum Perindo berbasis Website



RESUME

I am fresh graduate from State Polytechnic of Malang majoring at Information Technology Department, D3 Information Management Study Program. I took this major because with the development of technology, all aspects of life are affected by technological developments. this department is much needed in the world of work for the future.

EDUCATION BACKGROUND

• SMPN 1 TEMBELANG

SINCE 2012 - 2015

Jl. Raya Tembelang Nomor 28, Dsn. Krapak, Ds. Mojokrapak, Kec. Tembelang, Kabupaten Jombang

• SMAN PLOSO

SINCE 2015 - 2018

Jl. Raya Ploso - Babat No.230, Losari Selatan, Losari, Kec. Ploso, Kabupaten Jombang

• POLITEKNIK NEGERI MALANG

SINCE 2018 - 2021

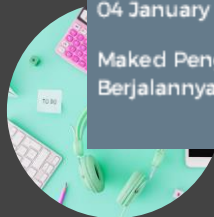
Jl. Soekarno Hatta No.9, Jatimulyo, Kec. Lowokwaru, Kota Malang

WORK EXPERIENCE

DINAS TENAGA KERJA, PENANAMAN MODAL DAN
PELAYANAN TERPADU SATU PINTU KOTA MALANG

04 January 2021 - 02 February 2021

Maked Pengembangan Web Support Dalam Mendukung
Berjalannya Sistem Informasi Perizinan Online (Izol)



About Me

I am a shy person. During my organization, I gained confidence by honing my communication skills. Besides being easy to communicate with other, my communication skills also make it easy for me to adapt to new environments.

Work Experience

1. Carry out an internship at PT. Tuban Steel Work for two months (2016).
2. Carry out an internship at Departmen of Agriculture for two months (2017).
3. Graphic Designer at Tuban Printing and Design for three months (2020).
4. Carry out an internship at CV. Hummasoft Technology for one month (2021).



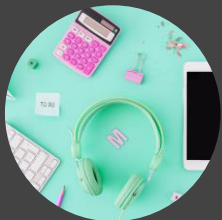
PERSONAL DATA



Sekolah Street, RT.04/RW.01,
Sukorejo Village, Parengan
District, Tuban Regency

Personal Profile

Discipline, responsible, hard worker and willing to learn new things. With this personality, It will be able to advance the company



2006 - 2012

Elementary School
SD Negeri Sendangharjo IV

2012 - 2015

Junior High School
SMP Negeri 7 Tuban

2015 - 2018

Senior High School
SMK S Taruna Jaya Prawira Tuban

2018 - Now

State Polytechnic of Malang
Information Technology

Hobbies

- Graphic Design
- Hand Lettering
- Photography
- Futsal
- Typography
- Touring



Education and Training

2015 – 2018 : Studied at SMK N 1 Brondong, majoring in Computer and Network Engineering

2018 – 2021 : Studied at Politeknik Negeri Malang, majoring in Information Technology, Informatics Management study Program

July 2019 – September 2019 : Vocational School Graduate Academy (VSGA) Digital Talent Scholarship training at State Polytechnic of Malang for Junior Mobile Programmer category.

Work Experience

January 2017 – March 2017 : Internship at PEDRO COMP at Hi-Tech Mall Surabaya as a group (install Windows, Microsoft office, partition the hard drive, in a new laptop, reinstall the laptop.)

December 2020 – January 2021 : Internship at Perusahaan Umum (PERUM) Perikanan Indonesia Cabang Brondong (create a website company profile for the company as a group.)

Mini Project

1. 2018 (single) : create a program using the Java programming language to calculate the area and perimeter of a shape (square, rectangle, triangle, circle.)
2. 2019 (group) : Car Rental Information System using html and php programming languages and MySQL database with CodeIgniter framework.
3. 2019 (single) : make a simple 2d game using unity application. gameplay: players swim in the sea to pick up gold coins with very sharp coral reef obstacles.
4. 2019 (group) : create a simple program to reserve a table in a restaurant with java programming language with MySQL database
5. 2020 (single) : make a simple android application to order a mini football field.
6. 2020 (group) : create a website company profile for Perusahaan Umum (PERUM) Perikanan Indonesia Cabang Brondong.
7. 2021 (group) : make an online exam application for SMA I Kepanjen.

Hobbies and Interest

Listening to music, watching videos (stand up comedy, soccer, tutorials on making games, anime, film), follow the tutorial to making games using the unity application.

Maybe you can offer
more **solutions** for
these samples



RESUME OBJECTIVE

- PROVEN ABILITY TO LEVERAGE FULL-STACK KNOWLEDGE AND EXPERIENCE TO BUILD INTERACTIVE AND USER-CENTERED WEBSITE DESIGNS TO SCALE
- EXPENSIVE EXPERTISE IN MEDIATE SYSTEM ARCHITECTURE DEVELOPMENT AND ADMINISTARTION, AS WELL AS NETWORK DESIGN AND CONFIGUARTION

PROFILE

I am [REDACTED], 21 years old, a student majoring in D3 Information Management at the Malang State Polytechnic, I like the field of technology, especially in programming and graphic design

EXPERIENCE



2021 - 2021

Perum Perindo
Internship, Lamongan



2019 - 2020

Bem Politeknik Negeri Malang
Wakil Menteri Kajian Strategi, Malang

ACHIEVEMENT

- 1st place best graduate in Science Majors - 2018
- Awardee of PPA (Peningkatan Prestasi Akademik) Scholarship - 2019
- 1st runner up, national choir competition - 2019

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

PERSONAL PROFILE

Management informatics students who like new things. Have experience in marketing, brand strategy. I'm excellent in working with others to achieve a certain objective on time.

WORK EXPERIENCE

DISKOMINFO KABUPATEN MALANG

Jan 2021 - Feb 2021

- Internship as website developer.

ABOUT ME

I am [REDACTED]
Usually called [REDACTED] Born in [REDACTED]
Lamongan on January 25, 2000 and
is currently still a student at Malang
State Polytechnic, Informatics
Management study program



EDUCATION

SENIOR HIGH SCHOOL 2 JOMBANG (2015-2018)

- COMMITTEE OF JOMBANG ECO CREATIVE
- MAJOR SECRETARY IN SMADA CUP EVENT

POLYTECHNIC STATE OF MALANG (2018-NOW)

- PART-TIME CASHIER AT ANTARA COFFEESHOP
- ON-THE-JOB TRAINING AT BANK JATIM MALANG



KEY SKILLS

- SOLID TECHNICAL SKILLS IN ANALYTICAL TOOLS
- STRONG COMMUNICATION AND ORGANISATIONAL SKILLS
- GOOD STAKEHOLDER MANAGEMENT SKILLS
- ADVANCED UNDERSTANDING OF BASIC OFFICE APPLICATIONS



EDUCATION

2018 - 2021 POLITEKNIK NEGERI MALANG

Associate Degree of Informatics Management

2015 - 2018 SMA NEGERI 3 JOMBANG

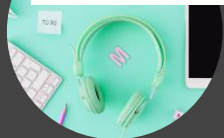
MIPA

ACHIEVEMENTS

2018 - 2019 PPA SCHOLARSHIP RECIPIENTS

SUMMARY

I am fresh graduate from Politeknik Negeri Malang. I have a big responsibility, honesty, and strong skills in solving a problem. Besides that I can also work together in a team and have great motivation in learning new things.



PERSONAL PROFILE

Such an energetic person that always craving for a new things, a problem-solving and hardworking person, and can work well either alone or in a team.

SEMINAR AND TRAINING

Training

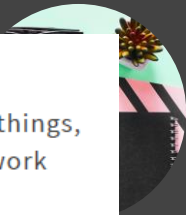
- training "Kedisiplinan dan Wawasan Kebangsaan Mahasiswa Politeknik Negeri Malang" (2018)
- Digital Talent Scholarship (Junior Web Developer) 2019

SEMINAR

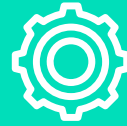
- Passion Character Building "Seminar Talkshow Young Entrepreneur Festival" (2019)
- Entrepreneurship "Seminar Talkshow Young Entrepreneur Festival" (2019)
- Competition Selection Online Program "Millenials Entrepreneur Summit Singapore or Malaysia" (2019)
- Public speaking "Seminar Talkshow Young Entrepreneur Festival" (2019)
- Webinar Nasional "Mengapresiasi Diri Secara Ideal" (2020)
- Webinar World Mental Health day "The Importance Of Mental Health Awareness" (2020)

ORGANIZATIONAL EXPERIENCE

- Member of osis SMK Negeri 2 Lamongan (2015-2016)
- Member of scout Pramuka SMK Negeri 2 Lamongan (2015-2018)
- The core administrator of PMR SMK Negeri 2 Lamongan (2015-2019)
- The core administrator of Forpis Kab.Lamongan (2016-2018)
- Member of PMR SMP Negeri 1 Lamongan (2012-2014)
- member of Green And Clean SMP Negeri 1 Lamongan (2012-2014)



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 CV?



TEXT 03

What mistakes can you improve?



TEXT 04

All in all, what did you learn today?

You did GREAT!

Congratulations for passing an exercise in **writing a CV**.
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?

faridaulfa@polinema.ac.id

085 334 000 317

@faridaulfa8

