

Novica Seviana
Jl. Pemuda IV No. 29 RT/RW 012/003
Rawamangun Pulo Gadung
Jakarta Timur
+6285658891243
Email : novicaseviana@ymail.com



Dear Sir/Madam,

I would like to apply for the current position which was advertised in internet. I am very interested in applying in your company and I hope that you will seriously consider my application. I have a fluent ability in both spoken and written English. I can work independently with or without supervision, highly motivated, and willing to learn. I am able to operate computer well.

I had completed my study at State Islamic Collage Jurai Siwo Metro of Lampung with GPA 3,53. I would like to be involved in a job where I work with all of my abilities and to be able to use my technical experiences and communication skills. Joining with your company will be a great opportunity as I could improve my abilities and contribute to your company development. For further information, I enclose here with curriculum vitae which details my major qualifications and abilities.

I should be grateful if you would give me the opportunity of an interview I am looking forward to hear good news from you. Thank you for your attention. Finally, I greatly appreciate your consideration.

Sincerely,

Novica Seviana

Curriculum Vitae

Personal Details

Full Name : Novica Seviana

Gender : Female

Place, Date of Birth : Lampung, 16-11-1990

Address : Jl. Pemuda IV No. 29 RT/RW 012/003
Rawamangun Pulo Gadung Jakarta Timur

Mobile : +6285658891243

Marital Status : Single

Height, Weight : 161 cm, 55 kg

E-mail : novicaseviana@ymail.com

GPA : 3,53

Educational Background

Formal Education

1995 – 2003 : Elementary School of 1, Lampung

2003 – 2005 : Junior High School of 2, Lampung

2005 – 2008 : Senior High School Kartikatama, Lampung

2009 – 2013 : S1 English Educational, State Islamic Collage
of Jurai Siwo, Lampung

Nonformal Education

- 2009 : Computer Skills in Puskom STAIN Metro
- 2011 : English Course in IDeA Indonesia

Working Experiences

1. One year experience as sales promotion girl in Chandra Departement Store Lampung, 2008
2. Part time administration assistant in contractor project Lampung, 2010
3. One year experience as an English teacher in DJ English Course Lampung, 2010
4. One year experience as an English tutor in Primadona Education Lampung, 2012
5. Nine months experience as an English Instructor in IDeA Indonesia Lampung, 2013
6. English customer service in Telekom Malaysia, Jakarta 2013
7. Web Administrator (Quality Assurance) in Transcosmos Indonesia, Jakarta 2015

Skills

1. Excellent in Microsoft Word, Excel, Power Point, Publisher, SPSS, and Internet.
2. Excellent spoken and written in English

Nomor : Sti.13/K/PP.01.1/1430/2013

Nomor : 01882



**KEMENTERIAN AGAMA
SEKOLAH TINGGI AGAMA ISLAM NEGERI
(STAIN) JURAI SIWO
METRO**

Dengan ini menyatakan bahwa :

NOVICA SEVIANA
NPM : 0954507

Lahir di *Metro* tanggal *16 Nopember 1990* telah menyelesaikan dengan baik dan memenuhi segala syarat pendidikan pada Jurusan *Tarbiyah* dengan Program Studi *Pendidikan Bahasa Inggris* Lulus pada tanggal *26 Agustus 2013* oleh sebab itu kepadanya diberikan gelar :

SARJANA PENDIDIKAN (S.Pd)

beserta segala hak dan kewajiban yang melekat pada gelar tersebut.

Diberikan di *Metro* pada tanggal *Dua Puluh Empat September Dua Ribu Tiga Belas*

WAKIL KETUA I,

MUKHTAR HADI, S.Ag, M.Si
NIP : 19730710 199803 1 003



Dr. EDI KUSNADI, M.Pd
NIP : 19630711 199003 1 003



KEMENTERIAN AGAMA

SEKOLAH TINGGI AGAMA ISLAM NEGERI (STAIN) JURAI SIWO METRO

Jl. K. Hajar Dewantara Kampus 15A Ingguloyo Kota Metro Lampung 34111 Telp. (0725) 41507, Fax. (0725) 47296 Email : stajusi@stainmetro.ac.id Website : www.stainmetro.ac.id

TRANSKRIP NILAI

NOMOR IJAZAH : Sti.13/K/PP.01.1/1430/2013
NAMA : **NOVICA SEVIANA**
NPM : 0954507
TMP/TANGGAL LAHIR : Metro, 16 Nopember 1990
JURUSAN : Tarbiyah
PROGRAM STUDI : Pendidikan Bahasa Inggris (PBI)
TANGGAL LULUS : 26 Agustus 2013

NO	KOMPONEN DAN KODE MATA KULIAH	MATA KULIAH	SKS	NILAI			KET
				HURUF	ANGKA	JUMLAH	
1	MPK.BI.01.0	PANCASILA	2	A	4	8	
2	MPK.BI.02.0	PENDIDIKAN KEWARGAAN	2	B	3	6	
3	MPK.BI.03.0	BAHASA INDONESIA	2	B	3	6	
4	MPK.BI.04.0	IAD, ISD, IBD	3	B	3	9	
5	MKK.BI.01.1	READING 1	2	A	4	8	
6	MKK.BI.02.1	SPEAKING 1	2	A	4	8	
7	MKK.BI.03.1	LISTENING 1	2	A	4	8	
8	MKK.BI.04.1	WRITING 1	2	A	4	8	
9	MKK.BI.05.1	STRUCTURE & GRAMMAR 1	2	A	4	8	
10	MKK.BI.07.0	VOCABULARY & PRONUNCIATION	3	A	4	12	
11	MKB.BI.01.0	FILSAFAT UMUM	2	B	3	6	
12	MPK.BI.06.0	SEJARAH PENDIDIKAN ISLAM	2	B	3	6	
13	MKK.BI.01.2	READING 2	2	A	4	8	
14	MKK.BI.02.2	SPEAKING 2	2	A	4	8	
15	MKK.BI.03.2	LISTENING 2	2	B	3	6	
16	MKK.BI.04.2	WRITING 2	2	B	3	6	
17	MKK.BI.05.2	STRUCTURE & GRAMMAR 2	2	B	3	6	
18	MKK.BI.08.0	PHONETICS & PHONOLOGY	2	B	3	6	
19	MKB.BI.02.0	FILSAFAT PENDIDIKAN ISLAM	2	B	3	6	
20	MKB.BI.03.0	ILMU PENDIDIKAN ISLAM	2	B	3	6	
21	MKB.BI.05.0	PSIKOLOGI PENDIDIKAN	2	A	4	8	
22	MBB.BI.01.1	BAHASA ARAB 1	2	B	3	6	
23	MBB.BI.03.0	QIRAATUL QUR'AN	2	A	4	8	
24	MPK.BI.05.0	PENGANTAR STUDI ISLAM	2	B	3	6	
25	MPK.BI.07.0	TAUHID/ILMU KALAM	2	B	3	6	
26	MKK.BI.01.3	READING 3	2	B	3	6	
27	MKK.BI.02.3	SPEAKING 3	2	A	4	8	
28	MKK.BI.03.3	LISTENING 3	2	A	4	8	
29	MKK.BI.04.3	WRITING 3	2	A	4	8	
30	MKK.BI.05.3	STRUCTURE & GRAMMAR 3	2	A	4	8	
31	MKB.BI.09.0	INTRODUCTION TO LINGUISTICS	2	A	4	8	
32	MKB.BI.06.0	STRATEGI PEMBELAJARAN	2	B	3	6	
33	MKB.BI.07.0	MEDIA PEMBELAJARAN	2	B	3	6	

NO	KOMPONEN DAN KODE MATA KULIAH	MATA KULIAH	SKS	NILAI			KET
				HURUF	ANGKA	JUMLAH	
34	MBB.BI.01.2	BAHASA ARAB 2	2	C	2	4	
35	MBB.BI.02.0	SEJARAH PERADABAN ISLAM	2	B	3	6	
36	MPK.BI.09.0	FIQH 1	2	B	3	6	
37	MKK.BI.01.4	READING 4	2	A	4	8	
38	MKK.BI.02.4	SPEAKING 4	2	A	4	8	
39	MKK.BI.03.4	LISTENING 4	2	A	4	8	
40	MKK.BI.04.4	WRITING 4	2	B	3	6	
41	MKK.BI.05.4	STRUCTURE & GRAMMAR 4	2	A	4	8	
42	MKK.BI.06.1	TRANSLATION 1	2	B	3	6	
43	MKK.BI.14.0	MORPHOLOGY	2	B	3	6	
44	MKB.BI.04.0	ADMINISTRASI PENDIDIKAN	2	B	3	6	
45	MKB.BI.08.0	BIMBINGAN DAN KONSELING	2	A	4	8	
46	MKB.BI.13.1	TEFL METHODOLOGY 1	2	A	4	8	
47	MPB.BI.01.0	CROSS CULTURAL UNDERSTANDING (CCU)	2	A	4	8	
48	MPK.BI.08.0	AKHLAK TASAWUF	2	A	4	8	
49	MKK.BI.06.2	TRANSLATION 2	2	B	3	6	
50	MKK.BI.10.0	INTRODUCTION TO ENGLISH LITERATURE	2	A	4	8	
51	MKK.BI.12.0	SYNTAX	2	A	4	8	
52	MKK.BI.13.0	SEMANTICS	2	B	3	6	
53	MKB.BI.16.0	PENGEMBANGAN KURIKULUM	2	A	4	8	
54	MKB.BI.10.0	EVALUASI PEMBELAJARAN	2	A	4	8	
55	MKB.BI.11.0	STATISTIK	2	B	3	6	
56	MKB.BI.13.2	TEFL METHODOLOGY 2	2	A	4	8	
57	MKB.BI.14.0	SOCIOLINGUISTICS	2	A	4	8	
58	MPK.BI.10.0	FIQH 2	2	A	4	8	
59	MKK.BI.11.4	DISCOURSE ANALYSIS	2	A	4	8	
60	MKB.BI.12.0	STATISTICS FOR LINGUISTICS	2	A	4	8	
61	MKB.BI.15.0	PSYCHOLINGUISTICS	2	B	3	6	
62	MPB.BI.02.1	MICRO TEACHING/PPL 1	2	B	3	6	
63	MPB.BI.03.0	METODOLOGI PENELITIAN 1	2	B	3	6	
64	MPB.BI.05.0	ENGLISH FOR CHILDREN	2	A	4	8	
65	MPB.BI.06.0	MANAJEMEN KURSUS	2	B	3	6	
66	MPB.BI.07.0	PERPUSTAKAAN	2	B	3	6	
67	MKK.BI.15.0	SEMINAR ON TEFL	2	A	4	8	
68	MKK.BI.16.0	SEMINAR ON ENGLISH LITERATURE	2	A	4	8	
69	MPB.BI.02.2	PRAKTEK PENGALAMAN LAPANGAN (PPL) 2	4	A	4	16	
70	MPB.BI.04.0	METODOLOGI PENELITIAN 2	2	A	4	8	
71	MBB.BI.04.0	KULIAH KERJA NYATA (KKN)	4	A	4	16	
72	MPB.BI.08.0	SKRIPSI	6	B	3	18	
JUMLAH			154			543	

JUMLAH NILAI = 543
 SKS TOTAL = 154
 INDEKS PRESTASI = 3,53
 (Tiga Koma Lima Tiga)
 PREDIKAT = SANGAT MEMUASKAN

DIKELUARKAN DI : METRO
 PADA TANGGAL : 24 September 2013



PROVINSI DKI JAKARTA

NIK : 1872015611900001
Nama : NOVICA SEVIANA
Tempat/Tgl Lahir : METRO, 16-11-1990
Jenis Kelamin : PEREMPUAN Gol. Darah : A
Alamat : JL. PEMUDA IV NO. 29



RT/RW : 012 / 003
Desa/Kel : RAWAMANGUN
Kecamatan : PULO GADUNG
Kab / Kota : JAKARTA TIMUR
Agama : ISLAM Status Perkawinan: BELUM KAWIN
Pekerjaan : KARYAWAN SWASTA
Kewarganegaraan : WNI
Berlaku Hingga : 16-11-2019



Jakarta, 14-03-2014

a.n CAMAT
LURAH



EKO GUMELAR SUSANTO, ST, MSE

NIP. 197311152000031002

Tanda Tangan/Sidik Jari Pemegang KTP