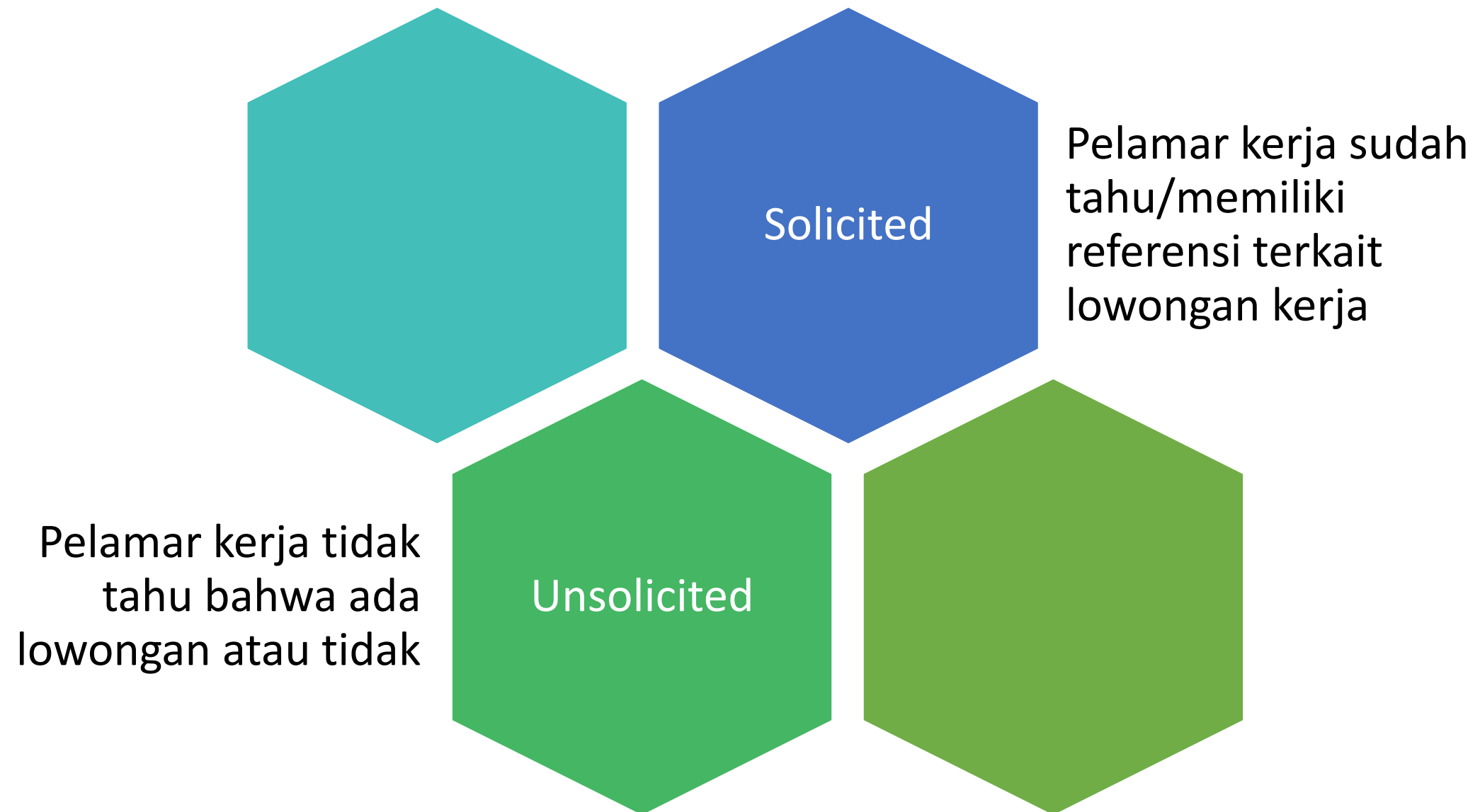UNIVERSITAS TERBUKA

SURAT LAMARAN KERJA DAN *CURRICULUM VITAE*

Tutorial Sesi ke-6
Bahasa Inggris | MKWI4201 | 3 SKS

Istyasmi Suminar, S.Pd., M.A.

Penelaah:

Vica Ananta Kusuma, S.Pd., M.A.

SURAT LAMARAN KERJA (*APPLICATION LETTER*)

Solicited

Pelamar kerja sudah tahu/memiliki referensi terkait lowongan kerja

Unsolicited

Pelamar kerja tidak tahu bahwa ada lowongan atau tidak

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SURAT LAMARAN KERJA (*APPLICATION LETTER*)

✓ Address and date laid out correctly

✓ Opening salutation

✓ Body paragraph 1: Reasons for writing, where you saw the advertisement

✓ Body paragraph 2: Why you are interested in the job

✓ Body paragraph 3: Experience, qualifications, skills

✓ Body paragraph 4: Personal qualities

✓ Closing salutation, signature, and printed name

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CONTOH SURAT LAMARAN KERJA

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[Your name]
[Your full address]
[Your city, state and zip code]
[Your phone number]
[Your email address]

[Date]

[Hiring manager's name]
[Company name]
[Company address]
[Company city, state and zip code]

Dear hiring manager [Use their name if you know it]:

My name is [Your name] and I am writing to express my interest in the [Name of position] with [Company name]. I am excited for the opportunity to work for [Company name] because [Provide specific reason]. I would be the perfect candidate for the [Name of position] because [Provide specific reason]. This position aligns perfectly with my goal of [Your career goal].

As a recent graduate from [University or College name] with a [Type of degree] I have the required training needed for the [Name of position] at [Company name]. Relevant course work included [Names of courses]. I graduated with Honors and as a member of [Name of associations]. My prior experience in [Name of position] in the [Name of industry] also gave me the [Relevant skills/experience] needed for [Specific job responsibility from job posting].

One thing that attracted me most to [Name of company] is [Specific thing you like about the company]. I am also passionate about [Related skill] and volunteer regularly for [List relevant volunteer experience]. I look forward to meeting you in person during an interview to further discuss my qualifications and how I will be an asset to [Company name]. Thank you for your time and consideration.

Sincerely,
[Your physical signature]
[Your name printed]

[Enclosed/Attachments]

Poin-poin yang penting dicantumkan *:*
- Informasi kontak (nama, alamat, nomor telepon, email)
- Profil singkat diri
- Pengalaman kerja
- Latar belakang pendidikan
- Keterampilan dan kualifikasi yang mendukung profesi

Poin tambahan yang bisa dicantumkan:
- Pengalaman organisasi/volunter
- Kursus dan pelatihan yang pernah diikuti
- Afiliasi dan keanggotaan profesional
- Penghargaan dan sertifikasi yang pernah diterima

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A good CV should:

- be clear and well-organized
- be on one or two pages only
- list education and work experience in reverse order
- have wide margins
- use one font style

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Mars Palace, Mars
Mars
github.com/x

JOHN DOE

xxxxxxxxx
xx@gmail.com
www.lnkd.in/in/xxx/

EMPLOYMENT

Software engineer	X Software	7.2017 – Current

- Developed web-application from scratch using Angular 4 and typescript.
- Wrote unit-test using Jasmine.
- Maintained code to ensure functionality, stability and scalability.
- Added bug fixes for next release.

Software Engineering intern	X Software	8.2016 – 6.2017

- Resolved memory corruption and other technical issues by leveraging strengths in coding, debugging.
- Worked effectively with design teams to ensure software solutions elevated client side experience.
- Handled client side and server side programming tasks (primarily using AngularJS, Java, and HTML), working an average of 20 hours per week while maintaining a high average.
- Wrote end to end tests using Protractor.

EDUCATION

Mars	X College	Started in 2013

- BSc in Computer Science. Average 88.
- Undergraduate Coursework: Operating Systems; Databases; Algorithms; Programming Languages.

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TECHNICAL EXPERIENCE

Projects

- **Chat application** (2017). Instant messaging application where users can login and chat with each other, using entity framework. C# WPF, C# ASP.NET WEB API
- **To-Do Application** (2017). To-Do tasks application that allows users to create tasks and to keep track of their tasks. Android

VOLUNTEERING

- **Social work (August 2017):** Volunteered in a summer multinational volunteering program in Lisbon, Portugal.

Languages and Technologies

- C; Java; Javascript; AngularJS; Typescript; SQL; C#
- Visual Studio; Eclipse; Android Studio; Webstorm; Docker
- Agile/Scrum methodology

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