UNIT 2
Writing Job Application Letter

(source: http://dianegottsman.com/wp-content/uploads/2011/02/539.LetterWriting.jpg)
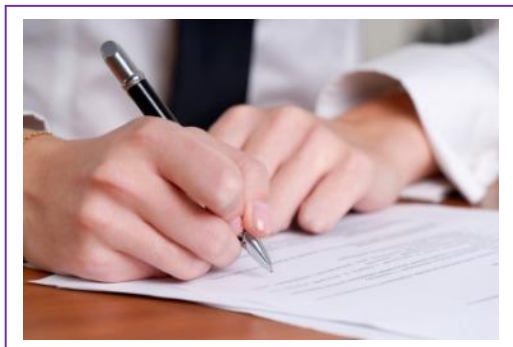
Learning Outcomes:

- Students understand the importance of an application letter.
- Students understand what to consider before writing an application letter.
- Students understand parts of an application letter.
- Students are able to write an application letter both via post and email.

- ⋅ –

Job application letter is one of the most important things to prepare to get a decent job you wish for. Often times, it is regarded as your first interview because through your letter, your prospective employer will consider whether you are eligible for getting chances for the post or not. In other words, the impressive application letter gives you an opportunity to make a strong positive impression on an employer. It points out to the employer the information showing that you have the qualities the job calls for and makes a statement about yourself and your suitability for the job. Moreover, it is your way of marketing yourself because it can explain who you are and what you can do for them. Accordingly, it is always wise for you to prepare your job application letter carefully before you type and send it.

A. Things to Consider Before Writing A Job Application Letter

There are *three* things to consider before writing a job application letter:

1. Audience

   Job application letters are often addressed to two different audiences: the technical people with whom you will be working and the business-oriented people who handle staffing, payroll, promotions, and human resources management which both have different needs and different values.

2. Format

   Your letter should:

   a. be ONE page long and neatly typed (or word-processed) or written (hand-writing) on the same paper used for the résumé (Curriculum Vitae or CV).
   b. be addressed to a specific person (make sure you write the name and the educational degrees/titles precisely)
   c. use a formal, dignified-type font in 10, 11, or 12 points.
   d. spell-check and proofread before you send it.
   e. have a copy for yourself to help you remember what you told them about yourself.

   The letter comprises *three* parts:

   a. Introduction

   The introduction is the most important part of the letter. It is likely you have just a few seconds to make a strong positive impression on your reader. Therefore, choose each word with extreme care. Moreover, the purpose is to specify why you are writing and to say a few things about yourself, such as, where you are going to school and your major. The introduction also gives you the opportunity to praise to the company for some specific quality it possesses.

   First thing first, the introductory is started by telling who you are and why you are writing.

❖ If you are responding to an ad, tell the future employer where you saw or read it, such as at a newspaper, a campus board, or a website

For example:

I am writing in response to your today's advertisement in the Jakarta Post for a Software Engineer.

❖ If you learned of a job opening from a friend or colleague, mention this contact in your letter.

For example:

My Mobile Application Programming Lecturer, Mr. Ahmadi Yuli Ananta, M.CS suggested that I write you regarding the opening you have for a Computer Engineer.

❖ If you are not responding to a specific job opening, explain what you have to offer the employer.

For example:

I have recently initiated a job search campaign. I am a well-qualified Software engineer with an excellent record of achievement in building value through expertise in Full Lifecycle Application Development and Object-Oriented Software Engineering.

b. Body

The body of your letter should be used to answer any questions your future employer probably have about how you feel that your education and background fit the job you are seeking. In this case you should provide connections from your past experiences and education to the specific skills required for the job you are looking for.

Here are the things to consider in writing the body of your application letter:

- ❖ Read ads carefully to find out what the employer is looking for. When you are applying for an advertised position, your letter must respond directly to the points covered in the ads. If an ad describes "the ideal candidate," your letter must show how you fit that description. If the ad lists skills or experiences applicants should have, your letter must relate your skills to the job and show the employer that you have the required criteria such as <u>communicating</u>, <u>team working</u>, <u>problem solving</u>, and <u>leadership</u> or other skills appropriate for the job.

- ❖ Don't assume that your future employer knows all the abbreviations and acronyms that you know. Unless these are everyday terms, define them in your letter. For example: PSMI (Program Studi Manajemen Informatika), Polinema (Politeknik Negeri Malang).

- ❖ In addition to the specific skills you bring to a job, keep in mind that employers also consider other characteristics such as follow:
  - careful; thorough, but fast
  - dedicated; loyal to the organization
  - honest
  - able to get along with others (team player)
  - willing to go along with organizational culture
  - able to solve problems
  - easy to train
  - calm in crisis situations
  - skilled at communicating ideas to others
  - able to work independently
  - persistent
  - able to show leadership potential

- ❖ Include any experiences you may have had dealing with the public, such as serving on teams or committees, holding elective office, writing, or training others.

c. Conclusion

In the conclusion of your letter, you must decide exactly how you intend to follow up your letter such as you offer a call within a specified period of time or you should await a telephone call or letter, and ask for a follow-up interview. You also should

let the company know where you can be reached. Lastly, you should end it with a goodwill statement, for example:

- ❖ *I look forward to hearing from you.*
- ❖ *Thank you for your consideration.*
- ❖ *Please feel free to contact me if you have any questions about my qualifications or training.*

d. Salutation

You should end your letter with appropriate salutation. If you start with a name (e.g. "**Dear** Mr. Brown") you should end with **"*Yours sincerely*"**. If you start with "**Dear Sir or Madam**" you should end with **"*Yours faithfully.*"**

3. Tone

It is suggested that you write in a voice that is professional, warm, and formal. You must not write any jokes on it. Rather, you should show confidence in yourself without sounding arrogant, brash, or overconfident. Moreover, it is encouraged that you tell your future employer how good you are.

B. Online Application Letter

Nowadays, many companies prefer to provide an on-line application form. It is usually available on their official websites to fill in and submit as well. In addition, it is quite similar to a company's paper application form, and it has some benefits:

1. It is fairer and more objective because you will not be judged on your handwriting.
2. You can expect a fast response. Usually, you would get an automatic acknowledgement that your application has been received and sometimes within 48 hours you will receive an email inviting you to interview.
3. They are also easier and faster for you to complete.
4. You can edit what you have typed as many times as possible until it is satisfying.
5. Yet, most on-line forms do not have a spelling or grammar checker. Therefore, it will be better if you type it on your word processor such as MS. Word to allow you to check your spelling and grammar then copy-paste it on the online form.
6. Do not use the informal English you would use in an email. Rather, use the same good quality English you would use on a paper form: concise, to the point, but with lots of evidence to show relevant skills.

Furthermore, some other times, a company requires you to send an application letter via email. Here are tips for an emailed application letter:

1. If you are asked to email your application letter, you must put your letter as the body of your email. It's wise to format it as plain text as then it can be read by any email reader.
2. Emails are not as easy to read as letters. You should stick to simple text with short paragraphs and plenty of spacing. Break messages into points and make each one a new paragraph with a full line gap between paragraphs.

3. DON'T "SHOUT" (**DO NOT WRITE IN CAPITAL LETTERS**).

4. Your CV is then sent as an attachment. Say you'll send a printed CV if required.

5. If you don't know the name of the person you are writing to, it's probably best to use the formal *Dear Sir or Madam* and to sign off "*Yours Faithfully*".

6. If they have already emailed you, reply back in the same style, so if they have signed their email "Jenny", write *Dear Jenny*, but if they have signed it "Ms Smith", write *Dear Ms Smith* and end it with "*Yours Sincerely*".

7. Also mirror the way they sign off, if they use "*regards*", "*best wishes*", then it's safe to do the same.

C. Job Application Letter Template

There are many types of job application letters, and here is one of them:

1. Your Address

2. Date

3. Contact Person: Name, Title (If available)

4. Department

5. Address

6. Dear Mr./Ms./Dr. (Contact Person):

Make every effort to get a specific name. If you absolutely cannot, address your letter to the right department, making sure you know the current name of the department--for example, Human Resources or Personnel.

*If you are unable to get a name or do not even have the employer name (for example, if you are replying to a "blind" ad), you may use "Dear Sir/Madam" or "**To Whom It May Concern**." "Dear Employer,". Yet, it is better if you write "(Position Title) Search Committee," or "Director of (fill in appropriate department)" are examples of appropriate salutations in these cases.*

7. Subject:

8. Introductory

Indicate the reason for writing, the specific position for which you are applying, and, if there is a position opening, the source from which you learned of the job and the date it was posted. If you are inquiring about jobs in general and no opening was advertised, indicate your interest in career opportunities in your field.

9. Body

Mention why you are interested in the position or organization and its products or services. Relate your academic or work background to the position for which you are applying--how are you qualified for the position? Point out your practical work experience, specific achievements, and unique qualifications. Mention information other than what is on your résumé.

10. Conclusion

Refer the reader to your enclosed résumé, which summarizes your qualifications, training, and experience. Refer to your interest in a personal interview. You may suggest several dates or indicate your flexibility as to the time and place. Restate your interest and indicate your eagerness to meet personally to learn more about the position. Include your phone number. Thank the employer for taking the time to read your letter and résumé.

11. Sincerely/Very Truly Yours/Faithfully Yours/Best Regards,

12. Your written signature

Your signature is not needed when sending via email or for an online job application letter.

13. Your typed name

14. Your contact/ phone number.

15. Enclosure(s) (refers to enclosed résumé, reference list, etc.)

D. Sample of Job Application Letter

Observe the following ads and the sample of the application letter based on the ads.

PT Bali Unicorn
Career Opportunity in Bali

Graphic Designer (GD)
Min D3, min 1 yr experience.
Expert to use Adobe premiere, Photoshop, Corel Draw, Freehand, 3dsmax, and AutoCAD.
Portfolio required.

Programmer/Web Master (WM)
Min D3, min 3 yr experience.
Excellent in . Net, HTML, PHP, ASP, Java Script, MS SQL, MS SQL Server, My SQL/Postgre.
Excellent on Dream weaver, Photoshop, and Flash.
Portfolio required.

(response 10 days)

HUMAN RESOURCES DEVELOPMENT:
PT Bali Unicorn
Management Office
DISCOVERY SHOPPING MALL
Jl. Kartika Plaza, Kuta – Bali 80361

Jl. Kerapu 23

Malang – Jawa Timur 65115

November 20, 2019

Human Resources Development

PT Bali Unicorn - Management Office

DISCOVERY SHOPPING MALL

Jl. Kartika Plaza, Kuta – Bali 80361

Dear Sir/ Madam:

APPLICATION FOR THE POST OF PROGRAMMER

I read with interest your advertisement in today's "Jawa Pos" about a job vacancy for the post of programmer and would appreciate if you could consider my application.

I am 23 years /old /of age and single. I am (still studying at/ graduated from) (State Polytechnic of Malang/ Politeknik Negeri Malang) majoring at (Information Technology Department/Department of Information Technology/Informatics Management Study Program/Informatics Engineering Study Program) with GPA= 3. 75.

As you will note from my enclosed CV, I have a thorough knowledge about computer and have experience with a wide range of programming languages through academic projects and part-time employment. Moreover, I have a- -three-year experience as a computer programmer in a well-known business consultant in Surabaya. I believe my education, skills, and experiences fit your requirements, and would be an asset to your company. I hope I may be granted an interview at which I would be pleased to provide any further information you may need. I am looking forward to hearing from you.

Yours faithfully,

Syahreza Maulana

(Syahreza Maulana, A.Md.)

Phone: 0341- 494994/ 0857 345 67890

S_Maulana@gmail.com

Enc.

Exercise 1: Read the two jobs advertisements below and tick √ the most important qualities and abilities (1-10) for each job.

DIGITUM-UK

SENIOR PROGRAMMER required by DIGITUM-UK, a leading supplier of business systems to the insurance industry.

You will be able to work on the full range of software development activities – analysis, design, coding, testing, debugging and implementation. At least two years' experience of COBOL or C++ is necessary.

As we are active in Europe, fluency in French, Italian or another European language is desirable.

Don't miss this opportunity to learn new skills and develop your career.

Send your CV to CHRIS SCOTT, PERSONNEL MANAGER, DIGITUM-UK, 75 PARKSHILL STREET, LONDON SW14 3DE

You can visit our website at www.digitum-uk.com

DTP operator

required for a leading financial magazine.

We are looking for a bright, competent QuarkXPress operator with at least three years' experience in design and layout. Skills in Photoshop, Freehand or Illustrator an advantage.

Ability to work in a team and to tight deadlines is vital.

Please apply in writing, with CV and samples of your work, to Tom Parker, Production Manager, Financial Monthly, Stockton Street, London EC1A 4WW Or apply online:

Apply now

	senior programmer	DTP operator
1. logical reasoning	☐	☐
2. patience and persistence	☐	☐
3. being good with figures	☐	☐
4. imagination	☐	☐
5. self-discipline	☐	☐
6. accuracy	☐	☐
7. leadership skills	☐	☐
8. efficiency	☐	☐
9. creativity	☐	☐
10. drawing skills	☐	☐

Exercise 2: Look at the online profile for Charles Graham. Which of the jobs above is the most appropriate for him?

Charles Graham 22 years old

Professional summary

I graduated in 2004 with A levels in English, Art and Maths, and went on to do a course in graphic design and page layout at Highland Art School. Since 2006 I've been a graphic designer for PromoPrint, a company specializing in publishing catalogues and promotional material, and have used Adobe InDesign and other DTP software.

Exercise 3: Before reading the letter of application below, look at the explanation about the use of *for, since*, *ago*, and *until*.

for is used to refer to *a period of time*.	I have lived in Malang *for* five years.
since is used to refer to *a point in time*.	Sheila has been unemployed *since* March 2019.
ago is used with the past simple to say when something happened and is put after the time period.	They got married 10 years *ago*.
until is used to mean up to *a certain time*.	I worked in that office *until* I finished my education at college.

Fill the letter of application below with *for, since, ago*, or *until*, then answer the following questions.

Dear Mr. Scott,

I am writing to apply for the position of Senior Programmer, which was advertised on 28th March in The Times.

I graduated in May 2002 and did a work placement with British Gas as part of my degree. Before taking my present job, I worked for a year with NCR. I stayed in this job (1) _____ March 2004.

(2) _____ the last three years I have been working as a software engineer for Intelligent Software.

I have designed four programs in COBOL for commercial use, and (3) _____ January. I have been writing programs in C for use in large retail chains. These have been very successful and we have won several contracts in the UK and Europe on the strength of my team's success.

Two years (4) ____ I spent three months in Spain testing our programs and also made several visits to Italy, so I have a basic knowledge of Spanish and Italian. 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 any time.

I look forward to hearing from you.

Yours sincerely,

Sarah Brown

Sarah Brown

1. Which job is Sarah Brown applying for?

2. Where did she see the advertisement?

3. How long has she seen the advertisement?

4. How long has she been working as a software engineer?

5. What type of programs has she written?

6. When did she spend three months in Spain?

Exercise 3: These following job ads are taken from http://www.jobstreet.com. Read the ads carefully, choose which job suits you most, and write a job application letter. Make sure that it is neat and carefully written.

ads #1

Milestone Integrated Marketing Solutions

A fast growing brand & creative agency based in South Jakarta, Indonesia is urgently looking for candidate(s) to fill in the following position:

Web Developer-Programmer
Jakarta Raya

Responsibilities:

- Develop new Web applications as identified by supervisor and management through packaged and customized applications.
- Assist Web Designer with programming, slicing, scripting , uploading website and maintaining client website.
- Maintain and enhance existing Web applications and all internal and external systems are integrated.

Requirements:

- Male/ Female
- Max 30 years old
- Bachelor Degree Graduate
- Fresh Graduates are welcome
- Fluent in English both oral and written
- Masters web development: Programming, Configuring, Slicing, Uploading, Scripting and Web maintainance
- High knowledge and skills in: html, css, cms, ajax, javascript, jquery, flash, dreamweaver, php, system login administration and web application
- Passion in digital advertising and e-commerce
- Computer literate and internet savvy
- Understand Cloud Computing
- Team work performer with high integrity
- Must have a portfolio of previous work in website/programming

<u>Available to work immediately</u>

Please apply in confidence with your updated CV/resume (only CV/resumes in English will be considered) by email and attach your recent photograph and send them immediately to hrd@milestone.co.id in pdf format (< 2mb)

Only short listed candidate will be notified

ads #2

PT Adways Indonesia

We are a growing consultant for Digital Media Advertising from Japan, our services are Website Development, SEO, Creating and Managing Facebook FanPage and Official Twitter Account, Mobile Game Development. Located in Central Jakarta. Looking for the most eligible candidate for the position below :

Mobile Game Programmer (GP)
Jakarta Raya

Responsibilities:

- Integrating game art to be a playable video game.
- Following the directives from the game designer for the gameplay.
- Implementing game support system to the game (ads, leaderboards, etc).

Requirements:

- Male or Female, with maximum 35 years old.
- Fluent in English both spoken and written. Japanese will be better (but not necessary).
- Required skills : C, C++, Objective C, Java, ActionScript 3.
- Strong knowledge in Object Oriented Programming (OOP) and Design (OOD).
- Passion for playing video games.
- Optional skills : Experience in 3D and Game Programming, Unity.
- Self motivated, hardworking, willing to learn, excellent team-player and be able to work under pressure.
- Good communication skill and well organized.

Send recent photo and CV to :
hrd@adways-indonesia.co.id

ads #4

PT Fujitsu Indonesia

URGENTLY REQUIRED

Fujitsu offers one-stop end-to-end solutions, covering from high-quality PCs to mission-critical Servers, business and manufacturing applications and ICT infrastructure. Customer portfolio of Fujitsu Indonesia spans across various industries and segments such as government, manufacturing, retail, oil & gas as well as telecommunication, including the largest telecommunication and manufacturing companies in Indonesia (for more information about Fujitsu please visit (http://www.fujitsu.com/id/)

Due to the rapid business growth, now Fujitsu Indonesia is looking for experienced IT professional as well as fresh-graduate student from technical and electronic field to fulfill the below positions:

System Analyst
Jakarta Raya

Responsibilities:

Mainly the System Analyst will involve in System Development Project as follow:

1. Involve in User Requirement
2. Involve in System Development (DR-ST)
3. Involve in Go Live Preparation for customer project

Requirements:

- Deep Knowledge in RDBMS Oracle / Ms Sql Server / DB2
- Has good skill and experience in Programming Microsoft .NET or Java (J2EE)
- Excellent Analytical Skill
- Understand Web Application Concept (HTML, Css, Java Script)
- Understand SDLC concept
- Bachelor Degree From Reputable University
- Fluent in English and Good communication Skill
- Experience as Programmer more than 1 Year and as System Analyst more than 1 Year
- Personality: able to work in teamwork, hard worker, fast learner, mature

If your qualification is 80% match with the above criteria, send your resume immediately. See the below email address:

recruitment@id.fujitsu.com

Put your applied position in Subject field

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Wisma Keiai 10th Floor, Jl. Jend. Sudirman Kav. 3
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Phone : +62 21 5709330 Fax : +62 21 5735150