



Do you know how to apply for a job?

Application Letter

By : Ms.Khusnul

PARTS OF THE LETTER

1. Letterhead
2. Place & Date :
3. Receiver Address
4. Sender Address
5. Attention line
6. Salutation : Dear Sir/Madame
7. Subject
8. Body of the letter :
 - a. Opening :
 - b. Content
 - c. Closing

PARTS OF THE LETTER

9. Complimentary Closure :

- Sincerely yours/Yours sincerely
- Faithfully yours/Yours faithfully

10. Signature

11. Enclosure

12. Carbon copy notation (CC)

Example :

Jakarta 21st September 2020 (1)

*HRD Department
Bank Negara Indonesia
Cabang Jakarta Kota
Lada Street No 1
Jakarta Kota*

(2)

Attention Line : Mr. Wahid

Dear Sir , (3)

I am writing to you to inquire about the possibility of working in your company that was informed by Website <http://www.bni.co.id>. I am interested in "Front Liner " position. My name is Sri Wahyuningsih. I am twenty one years old. I have background in Accounting Diploma III in Polytechnic Negeri Jakarta. And now i have graduate from my college and waiting letter of graduate (Surat Tanda Kelulusan) With my educational background, I'm confident that my qualification and skills could make significant contributions to your company.

I will be able to operate computer especially MYOB . Besides that, I am a person who can work either independently or as part of team. I am also initiative, hardworking, and eager to learn. I have been training at Perum Jasa Tirta II Jatiluhur. My resume has been attached which outline my qualification in greater detail. I would appreciate the opportunity to discuss my qualification; please keep this application confidential. I will look forward to hearing from you soon. (4)

*Sincerely yours,
SRI WAHYUNINGSIH*

(5)

Body of the letter

a. Opening

“I am writing to you in response to your advertisement which appear in Kompas....”

“ I am writing to you to apply for the position of”

“ I wish to apply for the position as ...

“ Based on your advertisement in karir.com ..
..”

b. Content

- **Tell about yourself** : “My name is Lala Bonita, I am 23 years old”
- **Educational background** : “I am fresh graduate from Trisakti University majoring in Economic Faculty...”
- **Job experiences** : “I have worked...”
- **Promote yourself** : “I am hard working, initiative and eager to learn, I am good in English both written and spoken, I also capable In using computer microsoft word, excel, and powerpoint. Besides, I will be able to work individual or teamwork,

c. Closing

- **Gratitude** : “Thank you for your time/thank you for consideration,...” etc.
- **Hope** : - “I look forward to the opportunity ...”
 - “ I am looking forward to your response”
 - “ I am ready to get interview anytime”