

## CHAPTER : 11

### LETTER OF APPLICATION

#### A. Pendahuluan

Letter of application/surat permohonan pekerjaan/surat lamaran adalah surat yang ditulis oleh seseorang kepada pihak-pihak tertentu untuk memperoleh kesempatan kerja. Surat permohonan kerja dapat dikatakan serupa dengan surat penawaran (Sales Letter). Hanya bedanya jika sales letter isinya untuk menawarkan barang dagangan atau produk tertentu, sedangkan Application Letter maksudnya untuk menawarkan jasa, pengalaman, pengetahuan, keterampilan, serta kepribadian si pelamar. Karena itu prinsip penyusunan Sales Letter dapat juga diterapkan dalam penyusunan application Letter. Dengan membuat surat permohonan bekerja, anda berharap agar pihak-pihak kepada siapa anda mengirimkan surat tersebut, akan dapat/bersedia memberikan perhatian, dan tertarik atas kemampuan yang anda miliki. Dan pada akhirnya ia akan segera bertindak untuk menanggapi permohonan anda. Tentu saja anda harus menyusun surat lamaran sedemikian rupa sehingga akan menimbulkan kesan yang positif bagi sipenerima.

Dalam bab ini, akan diberikan beberapa variasi surat permohonan, antara lain :

1. Application as reply to an advertisement = surat permohonan yang dibuat berdasarkan pemberitahuan di iklan/advertensi.
2. Application using an introduction = surat permohonan yang dibuat berdasarkan pemberitahuan oleh seseorang/ pihak tertentu tentang lowongan pekerjaan.
3. Unsolicited application = surat permohonan yang dibuat oleh Si pelamar karena kemauan si pelamar sendiri bukan berdasarkan apakah ada lowongan atau tidak.

Surat permohonan kerja dibuat dengan tulisan tangan atau diketik. Seringkali pihak peminta tenaga kerja dengan tegas mengatakan agar surat permohonan ditulis dengan tangan sendiri. Hal ini hendaknya diperhatikan

dengan baik oleh pihak pelamar, karena permintaan tersebut biasanya dimaksudkan untuk mengetahui bagaimana karakter dan pribadi si pelamar dilihat dari tulisannya.

Bersamaan dengan surat permohonan kerja, sebaiknya dilampirkan daftar riwayat hidup/personal data sheet. Dalam daftar tersebut hendaknya diberikan keterangan selengkapnya mengenai :

- a. Data pribadi (personal data) : nama, umur, alamat, pendidikan, dll.
- b. Pengalaman kerja (past experience): khusus untuk pelamar yang sudah pernah bekerja.
- c. Referensi dan penghargaan-penghargaan yang pernah diterima (References and testimonials).

Cantumkanlah pada "Data Sheet" anda mengenai keterangan yang lengkap tentang pendidikan yang pernah anda ikuti. Sebab biasanya pendidikan di pandang sebagai "modal utama" bagi anda untuk dapat menduduki suatu jabatan tertentu. Sebutkan nama sekolah/kursus/universitas, dsb., dimana anda menempuh pendidikan tersebut dengan di sebutkan pula kapan (tahun) anda mulai memasuki (diterima) dan meninggalkan (lulus) lembaga pendidikan tersebut. Sebutkan juga sertifikat-sertifikat atau tanda penghargaan yang pernah anda peroleh (juga dilampirkan salinannya sebagai tanda bukti). Jika anda sudah pernah bekerja, jelaskan di mana anda bekerja (nama dan tempatnya), kapan mulai diterima dan kapan anda meninggalkan/keluar dengan alasan-alasan yang baik mengapa anda meninggalkan tugas tersebut.

Data pribadi anda akan lebih lengkap lagi jika disebutkan nama-nama referensi yang nantinya dapat diminta untuk memberikan keterangan/rekomendasi tentang diri anda kepada pihak peminta tenaga kerja. Dengan memperoleh keterangan yang diterima oleh pihak referensi, kualifikasi yang anda miliki akan semakin berkualitas.

Surat permohonan kerja adalah surat "pribadi" karena itu dalam menyusunnya anda gunakan sebagai pokok kalimat adalah "I".

## B. Application as Reply Advertisement

Contoh : 1

Dear Sirs,

I have read your advertisement in . . . . . informing that there is a vacancy. I wish to apply for the position of a . . . . .

Name	: . . . . .
Date and place of birth	: . . . . .
Address	: . . . . .
Education	: . . . . .
Qualification	: . . . . .

Herewith I enclose my concise curriculum vitae and recent pasport photos. If you feel that my qualification meet with your requirements, I should be pleased to look forward a personal interview.

I have permission to give the name of the following gentlemen as my reference, is Mr. . . . . . as director of . . . . .

I should be pleased to hear from you soon.

Yours faithfully

2.

Dear Sirs,

I have read your advertisement in "Kompas" on 2nd March issued that there is vacancy for a secretary. Please allow me to apply for the position.

I am graduate from the Academy of Secretary, I am interested in secretarial works, but I have not get any experience. I shall be very glad if you can give me a chance to work in your company, so that I can get some experiences. Concerning my qualification, I refer the enclosed personal date

I don't expect a large salary but I am eager to get some knowledge in that job. I will appreciate if you would give me an interview of your most convenient time.

May I hear from you soon, thank you in advance for your attention to this application.

Yours faithfully,

3.

Dear Sirs,

I was pleasure that there is a vacancy which you have advertised in the . . . . . I should ~~be very appreciate~~ if you like to apply for the position of "Shorthand typist".

I am 25 years of age and not married. After taking the examination at the Administration High School, I went for a year of "secretarial Course" at the "Secretary Indonesian College" at Jakarta. I ever worked for three years as a Shorthand Typist at the Management Education in Indonesia University Jakarta.

For this reason, I am looking for a position where my qualifications and experience can be use. My curriculum vitae are enclosed, in which you can get my further details of my character.

If desire, I could come for an interview at every time you want. I enclose a stamped envelope for your reply.

I say thank you for your kind attention, and look forward to hearing from you as soon as.

Yours faithfully,

### C. Application Using an Introduction

Contoh :

1.

Dear Sirs,

I have to inform you that Mr. John Smith, who is now a member of your staff, advised me to apply for position as a personal Assistant.

I am 27 years of age, graduated of Economy Faculty, Management Department, Gajah Mada University. After passing the examination, I follow Organization and Management Course for a year. I hope you would consider that my qualifications meet with your requirements. If you give me an advantage to work at your firm, I promise to give loyal and enthusiastic service.

I enclose herewith my personal data and testimonials which give you the information about my character.

I should be very pleased to come and see you on whatever day or time is convenient to you. I enclose stamped envelope for your reply.

I hope that you will accept my qualification and thank you in advance for your attention,

Yours faithfully,

2.  
Dear Sirs,

Mr. Andreas, who has represented your firm in my city for many years, have informed me that you have inquired the Assistant General Manager. As I shall be leaving college at the end of the month, I should apply for this position.

I am graduated of Business Administration Department. During 12 months I have tried to perfect my knowledge and command of the language by taking on English Course. Having achieved this, I would like to work in the General Department of an Importers and Exporters firm. This is I am writing to you to ask whether there is an opening at present.

I should be most grateful for any assistance, or advice may be able to give me. I hope you would allow me to come see you at any time to interview. I could give you all the details which you may want concerning my background, education and my previous experience.

I look forward to an early reply.

Your truly,

#### **D. Unsolicited Application**

1.  
Dear Sirs,

I try to write you to inquiry whether there is a vacancy in your firm. I shall very much obliged if you allow me to apply to work in your firm.

I have studied Political Economy at the Georgia University which I left in July, 2009 with a first class Honour Degree. Last time our faculty visited to your firm and I saw there is the various departments of the factory. As I have knowledge of Economy with I speak English fluently, I would like to service you. I went for three years to the Computer Course in New York to complete my education. It is just possible in a big concern like yours there might be a job where my qualifications could be useful.

If my application interest you, I should like to work for a trial period of 6 months. I am 24 years of age and Indonesian nationality.

I hope you will give me the chance of an interview and I want to assure you that I would consider it privilege to work for your firm.

Yours faithfully,

2.  
Dear Sirs

I heard with interest that your new factory a Yokohama will start production and ~~is~~ open the representative at Jakarta. If you require the position of Cost Accountant, I would like to apply it.

I am 26 years of age and have studied at Accountancy Department, Indonesia University, which I left in 2008 with a Honour Degree. I have ever worked in the Production Department of the Frisian Flag & Co. Ltd., Jakarta which have gave me any experience.

I am fully conversant with Modern methods of Cost Control, Financial and Production Budgets, and Machine Accounts including Punch Card Systems.

I should be pleased to supply you any other information you require, if you would give me the advantage of opportunity to interview.

Thank you very much for your kind attention for this application, and I hope to hear from you soon.

Yours faithfully,

#### **E. Calling to Interview.**

Dear Mr. Sarsam,

We have received your application dated 5<sup>th</sup> June, requesting to the position of Assistant Personal Manager.

We should like to ask you whether you able to call on us and see with Mr. Jimmy Richardson as our President Director. You will ~~can~~<sup>have</sup> an interview with him on Wednesday, June 20th at 12 o'clock. Please show him your all original certificate and testimonials which you have.

Will you please let us know if that suits you and should welcome to our firm on time.

Yours sincerely,

**F. Accepting Application**

Dear Mr. Sarsam,

As the result of interview and evaluation, I have great pleasure in accepting, on the terms stated in your letter of 1st June, the position of Assistant Personal Manager.

The salary will be US\$ 4.500, the agreement can be terminated by three months, and after will be rise to US\$ 6.000

I should be glade if you could begin your duties here on 1st August. I ~~have~~ always wanted to do and I can assure you of co-operation in it.

I look forward to having your assistance and I hope you will be happy in your work here.

Yours faithfully,

**G. Refusal Application**

Deer sirs,

We have received your letter dated 1st May, asking for the vacancy in our firm. Thank you very much for your attention.

We are very sorry that now, our firm did not require the person with your applications. But we have ~~noted at our~~ list your name and another information, if every time we open the position you want.

We hope that this information don't disappoint you.

Yours faithfully,

**H. Example of Personal Data.****CURRICULUM VITAE**

Name : Sarsam, M.Sc.  
 Age : 26th years  
 Nationality : Indonesia  
 Religion : Islam  
 Address : Jl. Ciputat Raya 100, Kebayoran baru, Jakarta Selatan  
 Education : 1. Elementary School/SDN (1990-1996)  
 2. Middle School/SMP (1996-1999)  
 3. High School/SMA (1999-2001)  
 4. Economy Faculty, Indonesia University (2001-2005)

Additional Education :

1. English Course for a year, at International English Course, Jakarta.
2. Management Course, at Management Education, Economy Faculty, Indonesia University, Jl. Salemba 4 Jakarta.

Experience :

1. As assistant Staff of Statistical Department, at The Frisian Flag & co. Ltd. (1980 – 1982)
2. As Accountant at Bank Export Import, Jakarta Branch.

References :

1. Mr. Ali Wardhana, the Head of Accountancy Department, Economy Faculty, Indonesia University
2. Mr. Brata, the Director of the Frisian Flag & Co. Ltd., Jl. Raya Bogor Km. 09, Jakarta
3. Mr. Handoko Suryaputra, the Director of Bank Export Import, Jl. Kebon Sirih Jakarta.

**I. Exercises**

1. Wanted : Secretary (good English Correspondence and Personal Computer desirable) for Solicitor's office. Apply sending particulars based advertisement in Kompas 1st October.
2. Firm of Import and Export Merchants want well educated for clerkship. Knowledge of English desirable. Apply stating age, education and experience.

3. University graduate, required assistant to staff manager of Sarinah Department store. Good initiative and personality more important. Write your application complete the education, experience and concise curriculum vitae.
4. Messrs. Jimmy & Jully Ltd., Coffee Importers, London, require a Manager for their branch in Kuala Lumpur, Malaysia. Application for the post, with particulars of qualifications must reach the Managing Director, Mincing Lane, London, not later than December 31st.
5. You heard from Mr. Horisson as the Chief Clerk of Horisson's Contractor will shortly be Vacant. He thinks your qualifications are suitable for the Sales Manager they require. Write as application.
6. There are a vacancy for planning work in large manufacturing firm. Education should be at least University Graduated, with special qualification in mathematics. Apply to this vacancy, enclose your concise Curriculum Vitae including the references and experience for 2 years minimum of this work.
7. Write a letter calling to interview, accepted and refusal application to exercises no. 1 – 6.