

# JOB APPLICATION LETTER

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# **The Purpose of this Learning**

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**How to write a  
good Cover  
Letter**

**How to write a  
good Curriculum  
Vitae**

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graph TD; A[Job application] --- B[Cover Letter]; A --- C[Curriculum Vitae]
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Job  
application

Cover  
Letter

Curriculum  
Vitae

# Cover Letter

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**What is a cover letter?**

**Cover letter format and layout?**

**How to start a cover letter ?**

**How long should a cover letter be?**

**What to include in a cover letter?**

**How to end a cover letter ?**

# What is a cover letter?



- Introduce yourself
- Build rapport
- Encourage them to look at your CV

# Cover letter format

- **Your Contact Information**

- Name

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- Address

- Phone number

- Email Address

- **Date**

- **For example:**

- January 5, 2013

- 5<sup>th</sup> January, 2013

- January 5<sup>th</sup>, 2013

## Cover Letter Format (2)

- **Employer Contact Information**

- Name

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- Title
- Company
- Address
- City, State Zip Code

- **Salutation**

- **For example:**
  - Dear Sir
  - Dear Madam
  - Dear Mr. White
  - Dear Professor Parker

- **Body of Cover Letter**

- **Opening Paragraph**

- The first paragraph of your cover letter should cover the following bases:
      - Grab the hiring manager's attention.

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  - List what position you're applying for.
      - Describe where you found the job posting.
      - Offer a sneak peak into why you're the ideal candidate for the role

- **Middle Paragraph**

- Short explanation about yourself
    - Tell why you're the ideal candidate for the role.

- **Closing Paragraph**

- Thank the hiring manager for their time & consideration of your application.
    - Restate your contact information, including your phone number and email address.
    - Finish with a compelling call-to-action, that prompts the hiring manager to invite you in for an interview.



- **Complimentary Close**

- For Example:

- Sincerely Yours

- Yours faithfully

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- Yours Respectfully

- Most Sincerely

- **Signature**

 **John Doe**  
Customer Service Professional

john.doe@gmail.com   
416-821-9879   
San Francisco, CA   
linkedin.com/in/john.doe   
john.doe 

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To:  
Doris Johnson  
Human Resources Manager  
Optimal Workplace Inc.  
321 Employment Avenue.  
San Francisco, CA  
21 March, 2019

Dear Ms. Johnson,

With a formal background in marketing paired with my proven success in retail sales, I am looking to transition into public relations. I believe my skills and background make me an excellent fit for the position of Public Relations Specialist at your PR Firm in the department of consumer goods.

Having used your products, I am already knowledgeable about your brand and your offerings. I have followed with excitement as you launched new fragrances for various celebrities and have introduced an edgy personality to your branding and product lines. I would bring both passion and knowledge to promoting your brands to the press and the public.

Already trained in creating buzz, I was responsible for the social media content at my previous company. When my team decided to participate in the polar plunge two years ago, we used social media to create interest in donating to our cause, and we raised more than \$10,000 for the event.

I am confident the skills I honed in previous positions have prepared me for this opportunity with your firm. My expertise in your products and my experience in customer service and retail sales make me a great candidate for this opening. I would love to meet you and share more about my previous experience. If you have any questions, please give me a call at 416-821-9879 or email me at john.doe@gmail.com.

Thank you for your consideration.

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Sincerely,  
John Doe

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Office Administration - Jobindo.com

**Assignment for this meeting:**

Make an application letter based on this job vacancy.

Send to my email :

[novitakusumaning@stekom.ac.id](mailto:novitakusumaning@stekom.ac.id)

Due date : max today at 8.30pm

Thank you for you participation.

**General Requirement :**

- \* Max 28 Years Old, Diploma Administration
- \* Preferable 1 year experience in same position
- \* Willing to work immediately and multitasking
  - \* Creative, good attitude, high motivation
- \* Hard worker, responsibility, honest, can work in a team

If you meet the qualifications above, please send with

detailed resume and recent photograph:

**PT. TRINAYA TIRTA**  
Grand Wijaya Center Blok E16-17  
Jakarta Selatan 12160  
Attn : HR Department