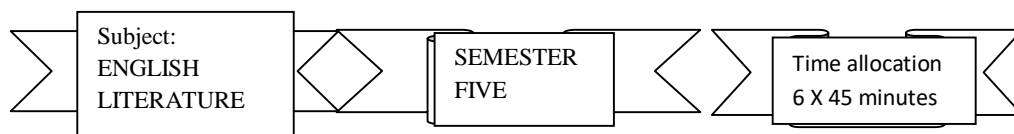


A. IDENTITY



Basic Competence

3.2 membedakan fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk surat lamaran kerja, dengan memberi dan meminta informasi terkait jati diri, latar belakang pendidikan/pengalaman kerja, sesuai dengan konteks penggunaannya

4.2 surat lamaran kerja

4.2.1 menangkap makna secara kontekstual terkait fungsi sosial, struktur teks, dan unsur kebahasaan teks khusus dalam bentuk surat lamaran kerja, yang memberikan informasi antara lain jati diri, latar belakang pendidikan/pengalaman kerja

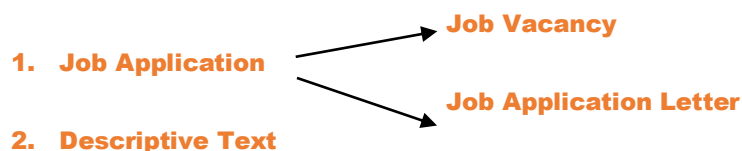
4.2.2 menyusun teks khusus surat lamaran kerja, yang memberikan informasi antara lain jati diri, latar belakang pendidikan/pengalaman kerja, dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan, secara benar dan sesuai konteks

JOB APPLICATION, AND DESCRIPTIVE TEXT

B. LEARNING PURPOSE

In this chapter, you will learn about Job Application Letter and review on Description text. Surely, you will have to know the proper grammatical structure used to make your writing better and better. Practicing how to compose the letter and a descriptive text is needed to enhance your understanding on their social function.

C. CONCEPT MAPPING



D. LEARNING PROCESS

GENERAL INSTRUCTION : *You must ensure that you understand the material step by step. At the end, there will be an evaluation to test your level of understanding on the material. Before you ask for the evaluation, please ensure yourself that you have already mastered the whole material in this chapter.*

BEFORE LEARNING

Explain the meaning of these words:

- | | |
|---------------------------|--------------------------|
| 1. Job vacancy | 5. Recommendation letter |
| 2. Job seeker | 6. References |
| 3. Job application letter | 7. Qualifications |
| 4. Curriculum vitae | 8. Job interview |

WHILST LEARNING

Activity One

Read this job vacancy, and answer some questions below the text!

Talent Resourcing Manager (Internal Recruiter)



We are looking to appoint an experienced internal recruiter as our new Talent Resourcing Manager. This is a newly created role within the Talent Attraction & Resourcing team (TA&R), an established team of talent acquisition and marketing specialists. Working with colleagues from the team and wider departments, you will help shape our talent acquisition strategy by developing a central talent pool service to meet high volume and specialist recruitment requirements in our 48 academies. The successful applicant will be heavily involved in the strategic direction, development and delivery of marketing, assessment and onboarding processes for the talent pool.

About the team

The TA&R team is responsible for coordinating the hiring process across the Federation, from entry level to executive leadership appointment across both teaching and non-teaching positions. The team has ownership for managing our employer branding, EVP, content marketing, resourcing, recruitment technology and training, and managing a Preferred Supplier Framework (PSL). As part of the central team, we support both primary and secondary academies during the requisition, advertising, assessment and selection process.

Your opportunity

You will play a crucial role in developing an internal talent pool service for casual, fixed-term contract and permanent recruitment alongside our traditional sourcing of candidates through the PSL Framework and third party agencies. The role will focus initially on campaign management, and building a talent pipeline through which you will engage prospective candidates to screen and onboard for the talent pool service.

As you progress and the talent pool grows, you will have responsibility for managing high-volume contract recruitment across all our primary and secondary academies. This will be a fast-paced role

which will require someone who can work autonomously, methodically and proactively. You will need a proven track record in delivering effective talent acquisition strategies to help promote employer brand and industry profile. We want to hear from experienced talent acquisition and HR practitioners who can bring creative thinking, innovative approaches and a successful track record in delivering projects.

Your responsibilities will include

- Working with the Head of Talent to develop communication and resourcing strategies for high volume recruitment
- Developing innovative and engaging recruitment marketing strategies to help develop a talent pool service
- Creating and managing targeted social campaigns to help build the talent pool through referrals, events, sourcing and content marketing
- Working with academy HR and Leadership teams to understand recruitment challenges and evolve the talent pool service offering
- Screening CVs/profiles, conducting initial interviews and assessing candidates to determine suitability
- Carrying out assessment, vetting and pre-employment checks as part of the onboarding process for the talent pool
- Supporting with the management of the Preferred Supplier (PSL) Framework and procurement of new suppliers
- Providing advice and guidance to academy leadership teams and HR networks with regards to hiring contract/temporary workers
- Using a wide range of methods and techniques to source, engage, and attract candidates
- Managing budgets, MI reporting and liaising with Finance and HR networks
- Gathering academy feedback and evaluating candidate skills and experience
- Delivery relevant onsite and virtual training sessions to academy staff

(source: <https://jobs.theguardian.com/job/7082123/talent-resourcing-manager-internal-recruiter-/?LinkSource=PremiumListing>)

State whether each sentence below is True or False!

1. TA&R is an agent that searches for someone having special talent.
2. The new recruiter will become the Talent Resourcing Manager.
3. The new manager will lead 48 academics.
4. The team's main job is to appoint the executive leader for the Federation.
5. Recruitment technology and training is under the control of the team.
6. Based on the text, the new manager may make the prospective candidates on screen and onboard for the talent pool service.
7. The growth of the talent pool depends on how to campaign it and build a talent pipeline.
8. The fast-paced role is only for who are able to work autonomously, methodically, and proactively.
9. The new manager is not allowed to hold events to build the talent pool.
10. What must be done to get the required candidates is screening CVs/profiles, conducting initial interviews and assessing candidates.

Question on vocabulary

Match the word to its meaning!

1. acquisition =
2. colleague =
3. recruitment =
4. assessment =
5. casual =
6. initially =
7. pipeline =
8. prospective candidates =
9. autonomous =
10. referrals =
11. evolve =
12. suitability =
13. temporary =

- a. at the beginning
- b. independent and having the power to make decision for yourself
- c. not lasting or permanent
- d. the process of finding people to become a new member or to work
- e. to develop gradually
- f. the process of getting something
- g. the fact of being acceptable or right for someone
- h. the process of considering all information about a situation or person and making a judgement
- i. the act of sending someone to where what is wanted
- j. not regular or fixed
- k. a plan or product
- l. someone who might become
- m. one of a group of people working together

Activity Two

Read this application letter, and answer some questions below the text!

August 17, 2020

Mr. Antony Irawan
Personnel Manager
LICK Magazine
Kamboja 35, Jember

Dear Mr. Antony,

I am writing to apply for the post of a translator advertised in August edition of the LICK Magazine. Here are, with this letter, my Curriculum Vitae and Recommendation letter enclosed.

I worked as a freelancer for two years and an editor and translator for Tria publishing company for a year. I have also translated 5 books within two years. I hope that these experiences would be applicable to this position. Japanese and Chinese are also my competence that would be quite helpful in supporting my work as a translator.

I am particularly interested in getting the position as this magazine has absolutely amazing content for each edition. It would be my great pride to be part of it.

I would be grateful for a chance to have an interview regarding this position.
Thank you for your time and consideration.

Sincerely,
Bambang Herianto

Answer the questions below!

1. What is this letter addressed to?
2. What is the position Bambang applies for?
3. What is the content of paragraph two?
4. What is Bambang's experience?
5. How important is paragraph three for the writer?

Activity Three

Try making an application letter based on the job vacancy in Activity One.

Activity Four

Read this descriptive text, and make some questions about it!

COOL COLA HAIR & BEARD SHAMPOO

An all natural take on a classic fizz, packed full of bubbles to tackle the frizz. Bring drying, lifeless and thirsty hair back to health with our intoxicating sulphate and silicone free shampoo. Enriched with Pomegranate Enzyme and Pro-vitamin B5, this secret recipe will help shake the *flakes*. *Activated charcoal removes* build up the same way the drink removes your teeth, leaving hair refreshed and rehydrated. Bursting with bold notes of Lime, Neroli and Cinnamon, this bad boy will leave your epidermal tastebuds tingling. The addiction has just started, and you'll keep going back for refills.

Key actives: Activated Charcoal, Pomegranate Enzyme, Pro-vitamin B5.

(Source: <https://www.google.com/search?source=univ&tbm=isch&q=text+of+product+description&safe=strict&client=firefox>)

CLOSING

TO ENSURE YOUR MASTERING THIS MATERIAL, ANSWER THESE QUESTIONS BELOW!

1. What is the social function of Job application letter?
2. What is the social function of Descriptive text?

SELF-REFLECTION ON THE MASTERY OF MATERIALS

No	Questions	Yes	No
1.	Do you know the social function of a job application letter?		
2.	Do you know the social function of Descriptive text?		



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