

Analyzing The Ability of Twelfth Grade Students in Writing Application Letter at Senior High School Number 11 jambi

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ABSTRACT

The Purpose of the research is to analyzed the ability of twelfth grade students to write application letter at senior high school number 11 Jambi. In conducting the research, the researcher used descriptive quantitative. The researcher used quantitative method to analyze the data. It can be seen there are 18 students got excellent score in 80-100, 12 students got good score 66-79, 1 student got fear score in 56-65, 2 students got weak score in 46-55 and no students got poor score in 0-45. This condition showed that some of the twelfth grade of Senior High School number 11 Jambi were able to write the application letter. Because they know how to make a good application letter such as the salutation, the content, and closing.

Keywords: *Writing, Job Application Letter.*

INTRODUCTION

Writing is a medium of human communication that involves of the repetition of language with symbols. Writing system is not themselves human languages, it means of rendering a language into a form that can be reconstructed by other human. Nunan (2003) writing is the metalwork of coming up with ideas, expressing them and organizing them into sentences and paragraphs that the reader can understand. This means that writing is finding ideas and expressing an idea through a song. Writing is a productive skill, so writing is one of the important skills for students to learn English.

According to Walsh (2012) writing is important because it's used extensively in higher education and in the workplace. If students cannot express themselves in writing, they will not be able to communicate well with professors, employers, colleagues, or almost anyone else. Therefore, writing is important because it is a productive skill that can communicate well with other people

Richard (2003) writing is a means of communication when students cannot express speech. Therefore, writing is one of the students' activities where they can release their thoughts and feelings from the written language. There are four basic skills for learning English.

Heaton (1990) states is not only constructing words to become sentences but it is one's ability to master complete components and aspect in writing such as language use grammar, structure, choice of words , style, spelling, punctuation treatment of content and judgement skill. A writing skill that is important to learn in school. Writing is not easy if students do not know about writing, if students want to create an article, students must know how to write correctly and how to write effectively. Students must have writing skills because this skill is used to write text, sentence and paragraph.

Based on research observation of SMA Negeri 11 Kota Jambi. Most of the difficulties that students face is mastery of the English language in terms of grammar and punctuation. They have difficulty

organizing and developing sentences, and some of the students lack vocabulary. Regarding the above issue, the researcher never taught how to write an application letter. The researcher discovered the students' problem when they were given the task of writing a job search statement

Field (2009) application letters was important as the first step to get any job. Applicant used application letter to perform their qualification of profile. That's way applicant had to write an interest and simplify application letter to give the right impression. Widiati et al (2015) explained that application letter was written usually to apply for employment.

Based on the explanations of the experts above, the researcher finds that such English is important for students. When students learn how to write a application letter, they know the rule that after graduating from high school, students have the opportunity to get a job in a company with a cover letter. However, a application letter is one of the business letters that is usually used as a document that is attached when applying for a job offered by a company, either as a closed or open advertisement. It is usually accompanied by a CV, which is a prerequisite for one of the protected positions.

An interesting letter and resume can help a candidate secure a job. A letter of application plays an important role in getting a job. If the cover letter is written with good grammar and a well-formed logo, it is quite possible that the reader will lead the candidate to the next stage of the hiring process. That is why effective writing is perhaps the most demanding task.

REVIEW OF RELATED LITERATURE

Definition of Writing

Writing can be identified as the transmission of messages using written language as a tool or medium. A post is the body or substance of an article. Writing is a complex activity because it requires students to master a wide range of skills such as grammar, vocabulary and punctuation. In addition, in order to write well, students must be able to express their thoughts in writing because writing is a means of communication.

According to Hornby (1995), writing is written works of an author or person's feeling. 4 The main goals in writing activities are able to write ideas, information in a good logical order, expressing their thought clearly, and improve that they have in mind so that the reader easier to know what they read. Writing correctness depends on social conventions and prejudices as well as on linguistic logic.

Harmer (2004) writing is one of the skills of learning English, writing has always been part of the English language curriculum. Writing was characterized as writing. Students should be encouraged to express their thoughts, experiences, thoughts and feelings through writing. By notes that when we write, we use graphic symbols: that is, combinations of letters associated with the sounds we speak. It is felt when we speak, expressed as a group of letters linked together so that the reader receives the writer's message. To be successful in writing, students must demand more attention to their writing.

Patel (2008) argues that writing is a form of linguistic behavior, drawing is not. It represents the sounds of language through visual symbols. Writing may be very important to one group of students, but much less important to others. Writing is an important part of language learning because it provides an excellent opportunity to improve

vocabulary, spelling and sentence patterns. Writing is learned most effectively when the practice of writing corresponds to the practice of other skills. It provides excellent bonding performance.

Assessment in Writing

According to the centre for advancement of learning and teaching of university of Tasmania (2011), it is said “assessment is an essential part of language teaching and learning. It can be said that it is a process of making judgment related to the students’ achievements in their learning in a particular period.” It is included as evaluation activities, writing the rubric, assessing the achievement of the students based on those tasks, providing students with feedback, and specifying grades.

Brown (2004) stated that “assessment is an ongoing process and includes various aspects within.” He mentioned that there are two types of assessment: formal assessment and informal assessment. Formal assessment is a planned and designed process that is used to see the success of students in their learning. Informal assessment, on the other hand, is a spontaneous response to the students, such as unplanned feedback and suggestion.

A dominant factor affecting the teaching and learning of writing is assessment, it plays an important role, usually used to find out how far students have reached the course objective, to identify student progress in both strengths and weaknesses. and assess students' skills or assess students' skill.

Application Letter

Application letters, which are frequently interchangeable with cover letters, should take the time to emphasize the qualifications that position the writer for

employment in addition to describing the materials that are included in the application. Application letters often start with an introduction that outlines the position being applied for, explains how the required requirements are satisfied, and invites the reader to keep reading to discover more about the applicant's qualifications. The next paragraphs, which serve as the introduction, often list the main justifications for considering the applicant. These paragraphs often showcase relevant professional experience and workplace tasks for more seasoned applicants. For fresh graduates and applicants with less experience, this paragraph should highlight academic accomplishments like classes taken.

Part of Application Letter

There is a format in writing a business application letter. According to George and Julia, the correct form as follow:

a. Heading

A business letter's heading or return address should include the same information as a personal letter would: the street, city, state, zip code, country, and date. The block form is typically employed. After the city's name and the day of the month, a comma should be used.

b. Inside address

The name of the organization or business to whom the letter is addressed appears as the inside address. The street address, city, state, zip code, and country are all included. The address is the same as what is written on the envelope. The letter must contain all necessary information because envelopes are not preserved in the business file.

c. Salutation

The greeting part of a business letter is more formal than that of a personal letter. The salutation is followed by a colon.

d. Body

Entrepreneurship is discussed in the body of the business letter. It should be short, well expressed and easy to read. The importance of brevity and directness cannot be overstated. Business offices receive a large number of emails every day. If all of them are dealt with quickly, no time can be wasted. Business letters must therefore be concise and to the point.

e. Closing

The closing of a business letter is similar to that of a personal letter. The first word is capitalized. The closing is followed by a comma.

METHODOLOGY

In conducting the research, the researcher used descriptive quantitative. The researcher used quantitative method to analyze the data, This research aimed to describe the kind of the ability that made by the student in writing application letter. This study was descriptive research. It was intended to find out the students' skill by writing an application letter. Best (2005) said that descriptive research describes the situation or thing that exists at the same time as the study. It means that this research did not tend to find a new theory but only verify and describe the existing one.

The Researcher take the population of Senior High School Number 11 Jambi which the total of students of XII MIPA is 140 students

In this research, The researcher was use random sampling. Ary (2010) States that random sampling is a simple selected by a chance procedure so that every member of the population has no equal probability of being selected. In this research, the researcher took the data in 4 classes it is XII MIPA 1-4. The process off to take the sample are the researcher write

the name of the class XII MIPA 1-4 in a little paper. Then, the researcher collected in the hands and shake in bottle. The last, the researcher find the sample are XII MIPA 1 comes out of the bottle.

FINDING AND DISCUSSION

This research found the students' ability to write job applications. There were 18 students with excellent grades, 12 students with good grades, 1 student with fair and 2 students with weak grades. The result of the above percentage shows that the researcher found that some twelfth graders of jambi high school were able to write a good application letter to find a job based on grades and percentage. It can be seen that 18 students get high scores from 80-100, 12 students get good scores from 66-79, 1 students score from 56-65, 2 student get weak scores from 46-55 and no There are students with poor grades. in 0-45

CONCLUSION

Based on these data, research analysis can draw conclusions. The test results show that the 12th graders of Jambi High School's job application writing ability are very good. After the researcher calculates his work, the researcher finds that there are 18 students in the Excellent category and the percentage is 54,5%, students with the Good grade with the percentage is 36,3%. and 2 students with weak grades. And finally

1. The researcher calculates the overall score and takes the average score based on the average score of the students on the test. This condition suggests that some twelfth grade Jambi of high school number 11 can write a job application.

2. The researcher found that the difficulties faced by students were partly related to the fact that when writing a job application, they misspelled the title and the

address inside. In the previous part of the content, the difficulty of the students was that when writing the body or the body of the article, they put their CV in the paragraph, it was wrong because the job application in the English version was different from the application form in Indonesia.

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