

ABSTRAK

Susanti, Rosa Tani. 2007. *Kemampuan Menulis Surat Lamaran Pekerjaan Siswa Jurusan Penjualan dan Jurusan Akuntansi Kelas XII SMK Tamansiswa, Nanggulan, Kulon Progo, Yogyakarta, Tahun Ajaran 2007/2008*. Skripsi. Yogyakarta: Program Studi Pendidikan Bahasa, Sastra Indonesia, dan Daerah. Universitas Sanata Dharma.

Penelitian ini meneliti kemampuan menulis surat lamaran pekerjaan siswa Jurusan Penjualan dan Jurusan Akuntansi kelas XII SMK Tanansiswa Nanggulan, Kulon Progo, Yogyakarta, tahun ajaran 2007/2008. Adapun tujuan dalam penelitian ini adalah (1) mendeskripsikan kemampuan menulis surat lamaran pekerjaan siswa Jurusan Penjualan, (2) mendeskripsikan kemampuan menulis surat lamaran pekerjaan siswa Jurusan Akuntansi, dan (3) mendeskripsikan perbedaan kemampuan menulis surat lamaran pekerjaan siswa Jurusan Penjualan dengan Jurusan Akuntansi kelas XII SMK Tamansiswa Nanggulan.

Jumlah populasi siswa kelas XII adalah 275. Sampel yang digunakan dalam penelitian ini meliputi siswa dari Jurusan Penjualan dan Jurusan Akuntansi. Jumlah sampelnya adalah 60 siswa, dengan satu kelas dari Jurusan Penjualan (kelas P = 26 siswa) dan satu kelas Jurusan Akuntansi (kelas A1 = 34 siswa). Instrumen yang digunakan ialah tes menulis. Analisis data dilakukan dengan mencari nilai rata-rata (*mean*) dan juga mempergunakan perhitungan uji-t. Perhitungan uji-t ini digunakan untuk mengetahui perbedaan kemampuan siswa Jurusan Penjualan dan Jurusan Akuntansi.

Hasil penelitian menunjukkan bahwa: (1) taraf kemampuan menulis surat lamaran pekerjaan siswa Jurusan Penjualan adalah *hampir sedang*, (2) taraf kemampuan menulis surat lamaran pekerjaan siswa Jurusan Penjualan adalah *hampir sedang*, dan (3) *tidak ada perbedaan yang signifikan* dalam menulis surat lamaran pekerjaan antara siswa Jurusan Penjualan dan Jurusan Akuntansi.

Berdasarkan hasil tersebut, semoga penelitian ini dapat memberikan gambaran kepada sekolah mengenai tingkat kemampuan siswa dalam pembelajaran bahasa. Bagi guru, semoga dapat membantu mengetahui kekurangan ataupun kelebihan kemampuan siswa dalam menulis surat lamaran pekerjaan. Selain itu, guru juga diharapkan untuk berperan aktif dalam mengembangkan kemampuan siswa dalam materi pelajaran Bahasa Indonesia, terutama menulis surat lamaran pekerjaan. Semoga penelitian ini dapat mendorong peneliti lain untuk melakukan penelitian-penelitian lain yang sejenis, khususnya dalam hal surat menyurat.

ABSTRACT

Susanti, Rosa Tani. 2007. *The Ability of Writing Job Application Letters of the Selling Department and Accounting Department Students Grade XII of Tamansiswa Vocational School, Nanggulan, Kulon Progo, Yogyakarta, Academic Year 2007/2008*. Thesis. Yogyakarta: The Indonesia and Custom Language and Letters Education Study Program Sanata Dharma University.

This research discusses about the ability of writing a job application letters of the Selling Department and Accounting Department Students Grade XII of Tamansiswa Vocational School, Nanggulan, Kulon Progo, Yogyakarta Academic Year 2007/2008. This research aims (1) to describe the ability of writing job application letters of the Selling Department Students, (2) to describe the ability of writing job application letters of the Accounting Department Students, (3) to describe the difference of the ability of writing job application letters between the Selling Department and Accounting Department Students Grade XII of Tamansiswa Vocational School, Nanggulan.

The population number of the students grade XII was 275 students. The research samples used were the Selling Department and Accounting Department Students. The number of the research samples was 60 students, in which from one class of the Selling Department (P class = 26 students) and from one class of the Accounting Department (A1 class = 34 students). The instrument used in this research was writing test. The data analysis was done by finding the *mean* value and also by using t-test calculation. This t-test calculation was used to know the difference of the ability of writing job application letters between the Selling Department and Accounting Department Students.

The research showed that (1) the ability level of writing job application letters of the Selling Department Students reached the *closed-average level*, (2) the ability level of writing job application letters of the Accounting Department Students reached the *closed-average level*, (3) there was *no significant difference* of the ability of writing job application letters between the Selling Department and Accounting Department Students.

Considering these research results, this research is expected to give a picture to the school related, dealing with the students' ability level in language study. For the teachers, this research is expected to help to know the students' ability weakness or strength in writing job application letters. The researcher also expects the teacher to be actively participating in developing the students' competency in the Indonesia language teaching materials, especially in the job application letters writing. This research also expected to inspire other researchers to do other equal research, especially in letters writing.