ABSTRAK

Bani, Maria Natalia Pudak Wangi Sotya. 2023. *Kemampuan Menulis Surat Lamaran Pekerjaan dan Curriculum Vitae (CV) Mahasiswa Universitas Sanata Dharma Dalam Mata Kuliah Korespondensi Tahun Akademik 2022 – 2023.* Skripsi. Yogyakarta: PBSI, FKIP, Universitas Sanata Dharma.

Penelitian ini meneliti tentang kemampuan menulis surat lamaran pekerjaan dan *Curriculum Vitae* (CV) pada mahasiswa Universitas Sanata Dharma dalam mata kuliah Korespondensi tahun akademik 2022 – 2023. Tujuan dari penelitian ini adalah mendeskripsikan kemampuan menulis surat lamaran pekerjaan dan *Curriculum Vitae* (CV) pada mahasiswa Universitas Sanata Dharma dalam mata kuliah Korespondensi tahun akademik 2022 – 2023 dan mendeskripsikan aspek - aspek kesalahan struktur yang ditemukan dalam menulis surat lamaran pekerjaan dan *Curriculum Vitae* (CV).

Penelitian ini merupakan penelitian deskriptif kuantitatif. Sampel penelitian menggunakan metode sampel jenuh dengan mengambil semua populasi menjadi sampel penelitian yang berjumlah 51 mahasiswa. Intrumen tes digunakan untuk mengetahui kemampuan dan aspek – aspek kesalahan dalam menulis surat lamaran pekerjaan dan *Curriculum Vitae* (CV). Data penelitian ini diolah dan dianalisis dengan menghitung rata – rata atau *mean* dan simpangan baku, selanjutnya data tersebut digunakan untuk menghitung konversi angka ke dalam skala lima. Aspek - aspek kesalahan dalam penulisan surat lamaran pekerjaan diperoleh dengan mendata kesalahan yang ditemukan berdasarkan aspek penilaian surat lamaran pekerjaan dan *Curriculum Vitae* (CV).

Terdapat dua hasil dari penelitian ini, *Pertama,* berdasarkan pedoman konversi skala lima PAN (Pedoman Acuan Norma), kemampuan menulis surat lamaran pekerjaan dan *Curriculum Vitae* (CV) keduanya di kategori *Sedang,* dengan nilai rata - rata surat lamaran pekerjaan 39,3 dan *Curriculum Vitae* 21,9. *Kedua,* aspek kesalahan terbanyak yang ditemukan dalam hasil menulis surat lamaran pekerjaan dan *Curriculum Vitae* (CV), yaitu: 1) kesalahan dalam menulis lampiran dan perihal, 2) kesalahan dalam menulis alamat surat dan salam pembuka, 3) kesalahan dalam menulis data diri *Curriculum Vitae* (CV), 4) kesalahan dalam menulis tentang diri *Curriculum Vitae* (CV).

Kata kunci: Kemampuan Menulis, Surat, Surat Lamaran Pekerjaan, *Curriculum Vitae* (CV).

ABSTRACT

Bani, Maria Natalia Pudak Wangi Sotya. 2023. *The Capability to Write Job Application Letters and Curriculum Vitae (CV) of Sanata Dharma University Students in Correspondence Courses for the 2022/2023 Academic Year.* Thesis. Yogyakarta: PBSI, FKIP, Sanata Dharma University.

This research examines the ability to write job application letters and Curriculum Vitae (CV) for Sanata Dharma University students in the Correspondence course for the 2022 – 2023 academic year. The aim of this research is to describe the ability to write job application letters and Curriculum Vitae (CV) and describe aspects of structural errors found in writing job application letters and Curriculum Vitae (CV) for Sanata Dharma University students in the Correspondence course for the 2022 – 2023 academic year.

This research is quantitative descriptive. The research sample used a saturated sample method by taking the entire population as a research sample of 51 students. The test instrument is used to determine abilities and aspects of errors in writing job application letters and Curriculum Vitae (CV). This research data is processed and analysed by calculating the average or mean and standard deviation, then the data is used to calculate the conversion of numbers to a scale of five. Aspects of errors in writing a job application letter are obtained by recording the errors found based on aspects of assessing the job application letter and Curriculum Vitae (CV).

There are two results from this research. First, based on the five Norm-Referenced Tests scale conversion guidelines (Norm Reference Guidelines), the ability to write a job application letter and Curriculum Vitae (CV) are both in the medium category, with an average score of 39.3 for job application letters and Curriculum Vitae 21.9. Second, the most common aspects of errors found in the results of writing job application letters and Curriculum Vitae (CV), namely: 1) errors in writing attachments and subject matter, 2) errors in writing the letter address and opening greeting, 3) errors in writing Curriculum personal data Vitae (CV), 4) errors in writing about yourself Curriculum Vitae (CV).

Keywords*: Writing ability, Letters, Job application Letters, Curriculum Vitae (CV)*