



Melamar bekerja **the** **Leader Way**

DWI PUDJIARSO

0812-1065-202

dwi_pudjiarso@indoshe.com

Outline Paket B1



1. **Konsep bekerja**
2. **Pencari Tenaga Kerja vs Pencari Kerja**
 - Harapan para pencari tenaga kerja
 - Persiapan para pencari kerja
3. **Langkah mencari kerja**
 - Membuat CV
 - Membuat surat aplikasi kerja
 - Membuat cover letter email pengantar
 - Atau membuat amplop untuk mengirim surat aplikasi kerja
 - Latihan psikotest
 - Persiapan wawancara
4. **Melamar kerja jual kompetensi**
 - Hard skill dan soft skill
 - Bawa value ke perusahaan yang dilamar
 - Hubungkan titik pengalaman masa lalu dengan kebutuhan perusahaan yang di lamar
5. **Susun CV**
 - Apa itu CV
 - Siapa yang membaca
 - Profile Pribadi
 - Core Skills and Achievement
 - Education
 - Hobbies and interest
6. **Setelah wisuda**
 - Pertahankan tidak ada kekosongan
 - Pelihara postingan di medsos (FB dan IG)
7. **Melamar kerja**
 - Menyesuaikan CV dengan lowongan yang akan dilamar
 - Membuat Lamaran kerja
8. **Rangkuman**

Objektif

Webinar Melamar Kerja dan Sukses Wawancara

- ✓ Bisa menjelaskan **konsep bekerja** yang benar
- ✓ Bisa mendeskripsikan **keterampilan apa yang diharapkan dari fresh graduate** oleh manajemen perusahaan pencari tenaga kerja dan bagaimana memasukkannya ke dalam career plan masa kuliah
- ✓ Bisa mengidentifikasi **hard skill dan soft skill** yang harus dicapai di masa kuliah untuk mengisi CV yang menargetkan entry level posisi supervisor.
- ✓ Bisa mendeskripsikan **paket melamar kerja** dan cara membuatnya

LEADERSHIP

Perilaku leadership yang diterapkan di dalam proses melamar bekerja adalah:

1. Kedisiplinan
2. Go beyond
3. Beradaptasi, tumbuh
4. Kreatif, inovatif
5. Close the loop

Konsep bekerja

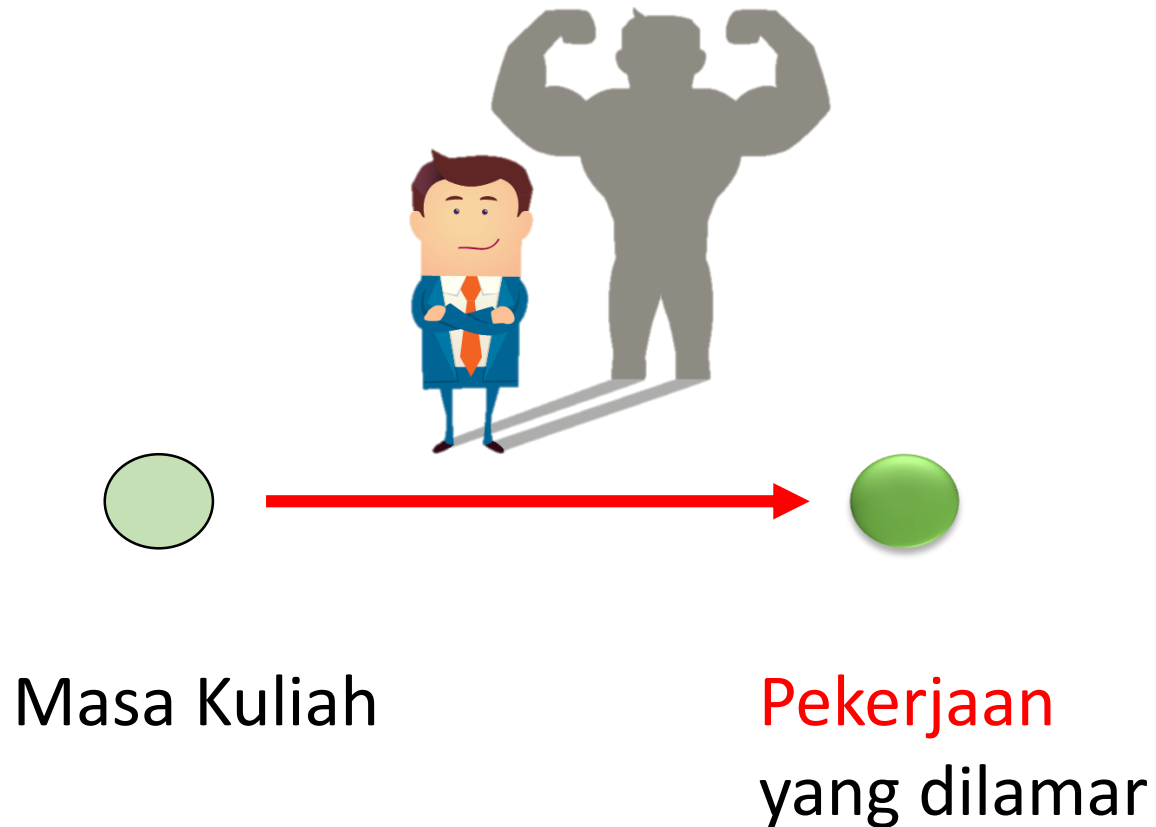


- Bekerja adalah **transaksi**
- Bekerja adalah **perjanjian**
- Bekerja adalah **belajar**
- Bekerja adalah **ibadah**
- Bekerja adalah **profesi**
- Bekerja adalah **jawaban**
mengapa kita **diturunkan di**
dunia

Pencari **Tenaga Kerja** vs Pencari **Kerja**



Yang diharapkan oleh Perusahaan



- Sikap positif
Pede, **pejuang**, banyak success story, tahan banting, enteng membantu
- Connect the dot
Mampu **menghubungkan** pengalaman masa kuliah, untuk DIPAKAI di pekerjaan yang dilamar

Sekarang **perekrut mencari ini**



“Rekrut karena **attitudenya**, **skill** bisa ditraining sendiri”

“Rekrut karena **passionnya**, bukan skillnya”

“Rekrut yang memiliki **kesamaan NILAI-NILAI**”

Jane Horowitz, Career coach

Tebarkan pesona anda

Buat Perekrut dan Pemilik Perusahaan **terpukau**

- Tentang **siapa anda**, seperti apa **kemahiran** anda, dan bagaimana bergabungnya anda akan **membawa kebaikan** bagi perusahaan mereka.
- Tampilkan **kesamaan nilai hidup** anda dengan nilai-nilai perusahaan yang anda lamar.
- Tonjolkan **skill** bukan pengalaman
- Jauh **lebih** dari yang tertulis di CV



Skill dasar fresh graduate

Harapan **Pemilik** atau **Manajemen** Perusahaan:

1. Leadership
2. Inisiatif, **Kreatif** dan Inovatif
3. Manajemen **Waktu**
4. Continual **learning**
5. Fleksibel dan mudah **beradaptasi**
6. Problem **Solving**
7. Communication
8. Ability **to plan** and **organize**
9. **Teamwork**
10. Business **Manner**



Skill Minimal Millennial



Mahir **computer**

Berbahasa **Inggris**

Menguasai **Office**

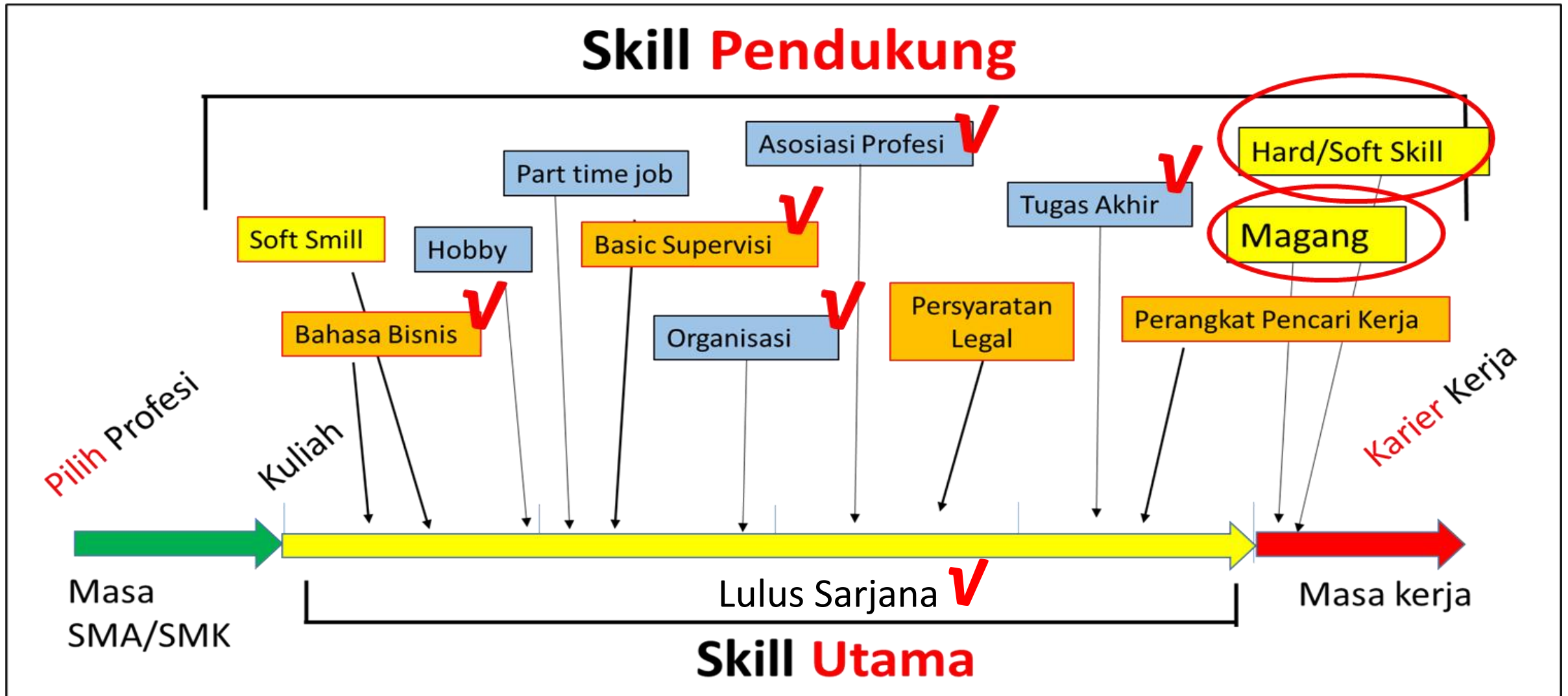
Menguasai **Aplikasi Profesi**



Langkah mencari kerja

Career Plan Semasa Kuliah

Career Plan



Pertimbangan Mencari Kerja

10 Skill Tuntutan Pengusaha

1. Leadership
2. Inisiatif, kreatif, inovatif
3. Manajemen Waktu
4. Continually learning
5. Fleksibel, mudah beradaptasi
6. Problem solving
7. Communication
8. Ability to plan and organize
9. Teamwork
10. Business manner



TOP MANAGEMENT
(Manager, Kepala Departemen, General Manager)

MIDDLE MANAGEMENT
(Superintendent, Kepala Seksi, Coordinator)

SUPERVISOR
(Pengawas, Foreman, Engineer, Supervisor)

PEKERJA
(Clerk, Operator, Mekanik, Juru listrik, Helper, Welder)

Lulusan SMA Berpengalaman

Professional Profile

Having achieved excellent grades at GCSE level maths, English and science, along with an active involvement in a number of clubs and societies, I am keen to pursue a career in the finance industry. I have a proven aptitude for mathematics which and have made a number of notable achievements in both my studies and extra-curricular activities which would make me an excellent asset to any finance team or th a range of workplace skills

Core Skills & Achievements

- 8 A-C GCSE grades
- Mathematical aptitude
- Customer facing experience

- Charity events volunteer
- Maths club lead tutor
- Best science student award 2015
- Communication

Education

- GCSES – Secondary School – 2015
- Maths, Science, English A
 - Geography, Media, French B

- Clubs and memberships
- Lead tutor of afterschool maths club
 - Captain of boys hockey team
 - After-school charity volunteer

Experience

Sep 2014 - Present **Joe's cafe**
Part time dish washer

Outline
Working in a busy café supporting the kitchen and front of house staff to ensure customers a clean and healthy environment.

- Responsibilities
- Interacting with kitchen and waiting staff to collect used dishes and cutlery without interrupting customer service
 - Loading and unloading dishwasher efficiently to ensure kitchen staff are sufficiently supplied with dishes and cutlery
 - Supporting events and busy periods by providing ad hoc support to colleagues when needed

10 Skill **Tuntutan Pengusaha**

1. Leadership
2. Inisiatif, **Kreatif** dan Inovatif
3. Manajemen **Waktu**
4. Continual **learning**
5. Fleksibel dan mudah **beradaptasi**
6. Problem **Solving**
7. Communication
8. Ability **to plan** and **organize**
9. **Teamwork**
10. Business **Manner**





TOP MANAGEMENT

(Manager, Kepala Departemen, General Manager)

MIDDLE MANAGEMENT

(Superintendent, Kepala Seksi, Coordinator)

SUPERVISOR

(Pengawas, Foreman, Engineer, Supervisor)



PEKERJA

(Clerk, Operator, Mekanik, Juru listrik, Helper, Welder)



Lulusan SMA Berpengalaman

Harry Styles | Finance junior

Location: **London**
Telephone: **XXXXXXXXXXXX**
Email: **XXXXXXXXXXXX**

Professional Profile

Having achieved excellent grades at GCSE level maths, English and science, along with an active involvement in a number of clubs and societies, I am keen to pursue a career in the finance industry. I have a proven aptitude for mathematics which and have made a number of notable achievements in both my studies and extra-curricular activities which would make me an excellent asset to any finance team or th a range of workplace skills

Core Skills & Achievements

- 8 A-C GCSE grades
- Mathematical aptitude
- Customer facing experience
- Charity events volunteer
- Maths club lead tutor
- Best science student award 2015
- Communication

Education

GCSES – Secondary School – 2015

- Maths, science, English **A**
- Geography, Media, French **B**

Clubs and memberships

- Lead tutor of afterschool maths club
- Captain of boys hockey team
- After-school charity volunteer

Experience

Sep 2014 - Present

Joe's cafe
Part time dish washer

Outline

Working in a busy café supporting the kitchen and front of house staff to ensure customers a clean and healthy environment

Responsibilities

- Interacting with kitchen and waiting staff to collect used dishes and cutlery without interrupting customer service
- Loading and unloading dishwasher efficiently to ensure kitchen staff are sufficiently supplied with dishes and cutlery
- Supporting events and busy periods by providing ad hoc support to colleagues when needed

Hobby

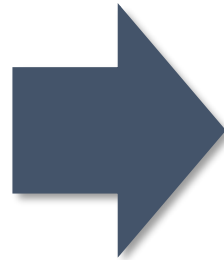
Referensi



Warnai dengan Leadership

Leadership

1. Disiplin
2. Go beyond
3. Tumbuh, beradaptasi
4. Kreatif, inovatif
5. Close the loop



Langkah mencari kerja

1. CV
2. Surat Lamaran
3. Cover Letter
4. Komunikasi
5. Wawancara
6. Bermedsos

Curriculum Vitae

Apa itu CV

- Sarana untuk memasarkan dirimu
- Menjual ke BISAanmu
- Estalase memamerkan Personal Brand mu
- Untuk memenangkan interview



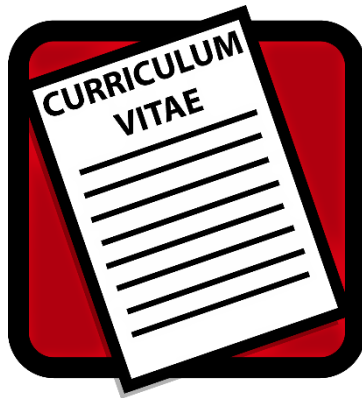
Siapa yang membaca CV?

- Orang super **sibuk**
- Orang yang sedang **dibanjiri** lamaran
- Emailnya **penuh**
- **Amplopnya** menggunung



Buat CV

- Pendek, 1 halaman
- **Urutan** logis
- Highlight **abilities** not experience



Harry Styles | Finance junior

Location: London
Telephone: xxxxxxxxxxxx
Email: xxxxxxxxxxxx

Professional Profile

Having achieved excellent grades at GCSE level maths, English and science, along with an active involvement in a number of clubs and societies, I am keen to pursue a career in the finance industry. I have a proven aptitude for mathematics which and have made a number of notable achievements in both my studies and extra-curricular activities which would make me an excellent asset to any finance team or a range of workplace skills

Core Skills & Achievements

- 8 A-C GCSE grades
- Mathematical aptitude
- Customer facina experience
- Charity events volunteer
- Maths club lead tutor
- Best science student award 2015
- Communication

Education

GCSES – Secondary School – 2015

- Maths, science, English **A**
- Geography, Media, French **B**

Clubs and memberships

- Lead tutor of afterschool maths club
- Captain of boys hockey team
- After-school charity volunteer

Experience

Sep 2014 - Present

Joe's cafe
Part time dish washer

Outline

Working in a busy café supporting the kitchen and front of house staff to ensure customers a clean and healthy environment

Responsibilities

- Interacting with kitchen and waiting staff to collect used dishes and cutlery without interrupting customer service
- Loading and unloading dishwasher efficiently to ensure kitchen staff are sufficiently supplied with dishes and cutlery
- Supporting events and busy periods by providing ad hoc support to colleagues when needed
- Checking tables, kitchen and tables in line with business standards to ensure they are neat

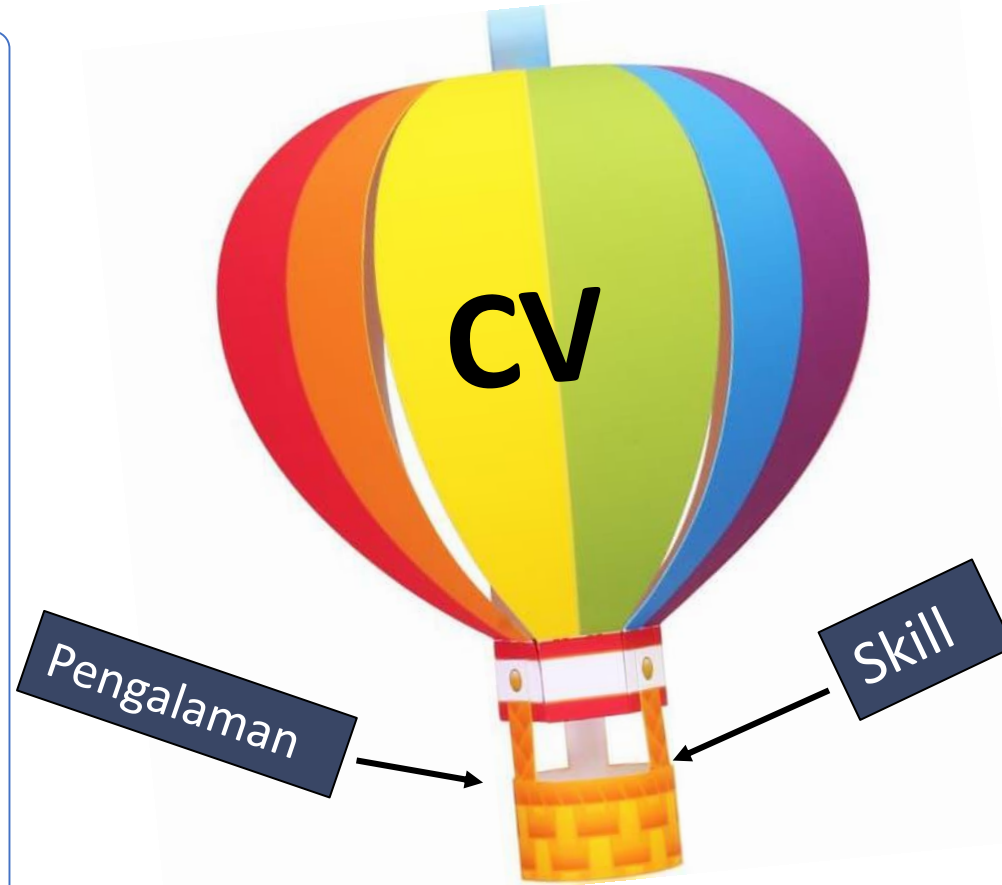
Hobby

Referensi

Masukkan Skill dan Pengalaman ke CV

Dari Pengalaman

- Mahir **computer**
- Ber**organisasi**
- **Tugas akhir** atau magang
- Menulis
- Kegiatan **hobby**
- **Asosiasi** profesi
- Part time **job**



Dari Pelatihan

- Tuntutan legal
- Basic **Supervisi**
- **Aplikasi** profesi
- Bahasa
- **Etika bisnis**
- **Leadership**
- **Interpersonal skill**
- **Komunikasi**
- **Coaching**
- **Teamwork**

Masukkan ke CV **HANYA** yang:

- **Relevant** – dengan pekerjaan
- Ada **success story**



- **Contoh Success Stories** yang terukur:
 - Saving **costs**
 - Generating **revenue**
 - **Saving** time
 - **Improving** processes
 - Hitting **targets**
 - **Helping** customers

Hobbies and interest



- Hanya kalau **mendukung**. Tidak wajib
- **Tidak usah** menyampaikan yang tidak perlu
 - Eating out
 - Watching movies
- **Oke** yang seperti ini
 - Blog **writing**
 - Running **marathons**
 - Raising money for **charity**

Fresh graduate **NOL skill** dan **NOL Pengalaman?**

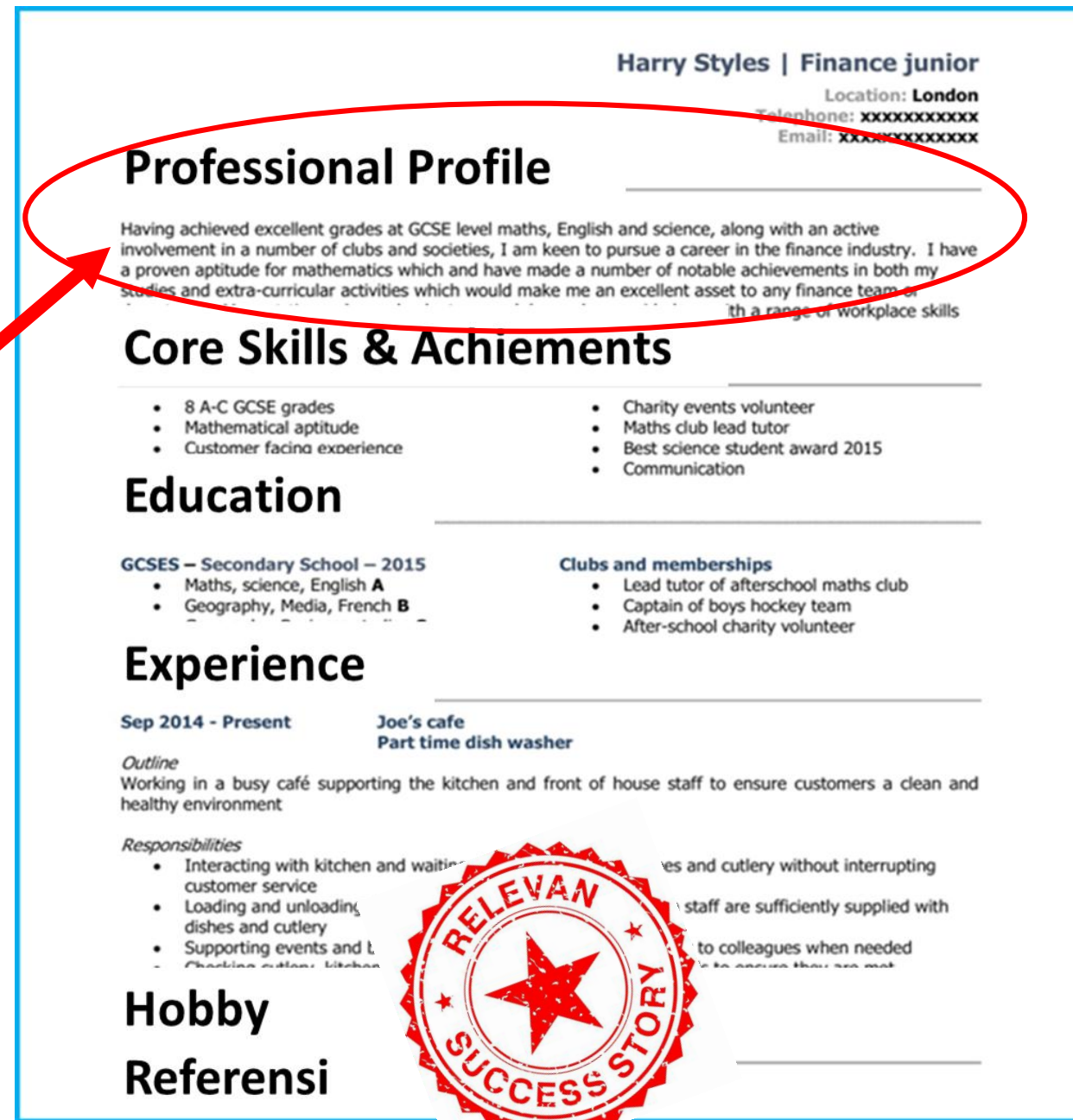
- Sambil terus melamar
 - **Research** perusahaan yang akan dilamar
 - **Perbaiki** CV, lamaran, cover letter
 - Ikuti **pelatihan** apa saja yang relevan.
 - Menawarkan diri untuk **bekerja magang** meski tanpa gaji
- Pastikan dari **pelatihan** dan **magang** dapat:
 - **Sertifikat** pelatihan
 - **Pengalaman** bekerja
 - **Success story** dari pelatihan dan dari magang
 - Menambah **networking**



Professional Profile

Profile. Highlight relevant information on:

- **Education**, subject, highlight
- **Objectives**, tujuan untuk apa
- Relevant **hard skills**
- **Achievements** di kuliah, luar kuliah, personal, home
- **Asosiasi**, keterlibatan



Core Skill & Achievement

Core skill & Achievement:

- Highlights your **core skills**,
- Yang ada **success story**.
- **Pencapaian** skill
- Ringkas.
- Skill ini yang **disambungkan** ke pekerjaan yang dilamar.

Professional Profile

Having achieved excellent grades at GCSE level maths, English and science, along with an active involvement in a number of clubs and societies, I am keen to pursue a career in the finance industry. I have a proven aptitude for mathematics which and have made a number of notable achievements in both my studies and extra-curricular activities which would make me an excellent asset to any finance team or with a range of workplace skills

Core Skills & Achievements

- 8 A-C GCSE grades
- Mathematical aptitude
- Customer facing experience
- Charity events volunteer
- Maths club lead tutor
- Best science student award 2015
- Communication

Education

GCSES – Secondary School – 2015

- Maths, science, English **A**
- Geography, Media, French **B**

Clubs and memberships

- Lead tutor of afterschool maths club
- Captain of boys hockey team
- After-school charity volunteer

Experience

Sep 2014 - Present

Joe's cafe

Part time dish washer

Outline

Working in a busy café supporting the kitchen and front of house staff to ensure customers a clean and healthy environment

Responsibilities

- Interacting with kitchen and front of house staff to ensure customer service
- Loading and unloading dishes and cutlery
- Supporting even when needed
- Ensuring dishes and cutlery without interrupting
- Ensuring kitchen staff are sufficiently supplied with
- Providing support to colleagues when needed
- Ensuring standards to ensure they are met

Hobby

Referensi



Core Skills

- Short 2-3 kata
- In 2 or 3 columns
- Berisi skill **relevant** ke posisi yang dilamar
 - Role **specific** skills
 - Qualifications
 - Market/**Industry** knowledge
 - Languages
 - **IT** skills



Education

Education:

- In and out of campus
- Formal
- Informal
- Tugas
- Project
- Prestasi
- Success story
- Project
- Achievement

Professional Profile

Harry Styles | Finance junior

Location: London

Telephone: xxxxxxxxxxxx

Email: xxxxxxxxxxxx

Having achieved excellent grades at GCSE level maths, English and science, along with an active involvement in a number of clubs and societies, I am keen to pursue a career in the finance industry. I have a proven aptitude for mathematics which and have made a number of notable achievements in both my studies and extra-curricular activities which would make me an excellent asset to any finance team or a range of workplace skills

Core Skills & Achievements

- 8 A-C GCSE grades
- Mathematical aptitude
- Customer facing experience
- Charity events volunteer
- Maths club lead tutor
- Best science student award 2015
- Communication

Education

GCSES – Secondary School – 2015

- Maths, science, English A
- Geography, Media, French B

Clubs and memberships

- Lead tutor of afterschool maths club
- Captain of boys hockey team
- After-school charity volunteer

Experience

Sep 2014 - Present

Joe's cafe

Part time dish washer

Outline

Working in a busy café supporting the kitchen and front of house staff to ensure customers a clean and healthy environment

Responsibilities

- Interacting with kitchen and customer service
- Loading and unloading dishes and cutlery
- Supporting even
- used dishes and cutlery without interrupting
- kitchen staff are sufficiently supplied with
- support to colleagues when needed
- standards to ensure they are met

Hobby

Referensi



Experience

Experience:

- Jenis:
 - Part time **job**
 - **Organisasi** kampus
 - Pengurus **Asosiasi** Profesi
 - Kegiatan **sosial**
 - Organisasi **olahraga**
- Penulisan
 - Mulai pengalaman **terkini**
 - Yang paling atas dilengkapi dengan **Job Responsibilities**

Professional Profile

Harry Styles | Finance junior

Location: London

Telephone: xxxxxxxxxxxx

Email: xxxxxxxxxxxx

Having achieved excellent grades at GCSE level maths, English and science, along with an active involvement in a number of clubs and societies, I am keen to pursue a career in the finance industry. I have a proven aptitude for mathematics which and have made a number of notable achievements in both my studies and extra-curricular activities which would make me an excellent asset to any finance team or th a range of workplace skills

Core Skills & Achiements

- 8 A-C GCSE grades
- Mathematical aptitude
- Customer facino experience
- Charity events volunteer
- Maths club lead tutor
- Best science student award 2015
- Communication

Education

GCSES – Secondary School – 2015

- Maths, science, English **A**
- Geography, Media, French **B**

Clubs and memberships

- Lead tutor of afterschool maths club
- Captain of boys hockey team
- After-school charity volunteer

Experience

Sep 2014 - Present

Joe's cafe

Part time dish washer

Outline

Working in a busy café supporting the kitchen and front of house staff to ensure customers a clean and healthy environment

Responsibilities

- Interacting with kitchen and customer service
- Loading and dishes and cut.
- Supporting even
- used dishes and cutlery without interrupting
- kitchen staff are sufficiently supplied with
- support to colleagues when needed
- ready to answer their ques mat

Hobby

Referensi



Experience

- Mulai yang **terkini**
- Pengalaman terakhir, detailkan **job responsibilities**
- Siapkan **success story**
- **Kalau tidak ada** Work Experience
 - **Voluntary** roles
 - School or **University** work placements
 - Part time jobs
 - Or any example where you have worked to support a **company** or organization



Hobbies & Interests

Hobbies & interests:

- Hanya yang mendukung
- **Tidak usah** menyampaikan yang tidak perlu
 - Eating out
 - Watching movies
- **Oke** yang seperti ini
 - Blog **writing**
 - Running **marathons**
 - Raising money for **charity**

Professional Profile

Harry Styles | Finance junior

Location: London

Telephone: xxxxxxxxxxxx

Email: xxxxxxxxxxxx

Having achieved excellent grades at GCSE level maths, English and science, along with an active involvement in a number of clubs and societies, I am keen to pursue a career in the finance industry. I have a proven aptitude for mathematics which and have made a number of notable achievements in both my studies and extra-curricular activities which would make me an excellent asset to any finance team or th a range of workplace skills

Core Skills & Achievements

- 8 A-C GCSE grades
- Mathematical aptitude
- Customer facina experience
- Charity events volunteer
- Maths club lead tutor
- Best science student award
- Communication

Education

GCSES – Secondary School – 2015

- Maths, science, English **A**
- Geography, Media, French **B**

Clubs and membership

- Lead tutor of after.
- Captain of boys hoc.
- After-school charity

Experience

Sep 2014 - Present

Joe's cafe

Part time dish washer

Outline

Working in a busy café supporting the kitchen and front of house staff to ensure customers a clean and healthy environment

Responsibilities

- Interacting with kitchen and waiting staff to collect used dishes and cutlery without interrupting customer service
- Loading and unloading dishwasher efficiently to ensure kitchen staff are sufficiently supplied with dishes and cutlery
- Supporting events and busy periods by providing ad-hoc support to colleagues when needed

Hobby

Referensi



Referensi

Referensi

- Nama dan alamat lengkap
- Pastikan sudah dihubungi terlebih dahulu
- Cantumkan juga di Judul Email

Professional Profile

Harry Styles | Finance junior

Location: London

Telephone: xxxxxxxxxxxx

Email: xxxxxxxxxxxx

Having achieved excellent grades at GCSE level maths, English and science, along with an active involvement in a number of clubs and societies, I am keen to pursue a career in the finance industry. I have a proven aptitude for mathematics which and have made a number of notable achievements in both my studies and extra-curricular activities which would make me an excellent asset to any finance team or a range of workplace skills

Core Skills & Achievements

- 8 A-C GCSE grades
- Mathematical aptitude
- Customer facing experience
- Charity events volunteer
- Maths club lead tutor
- Best science student award 2015
- Communication

Education

GCSEs – Secondary School – 2015

- Maths, science, English A
- Geography, Media, French B

Clubs and memberships

- Lead tutor of after-school club
- Captain of basketball
- After-school chess

Experience

Sep 2014 - Present

Joe's cafe
Part time dish washer

Outline

Working in a busy café supporting the kitchen and front of house staff to ensure a healthy environment

Responsibilities

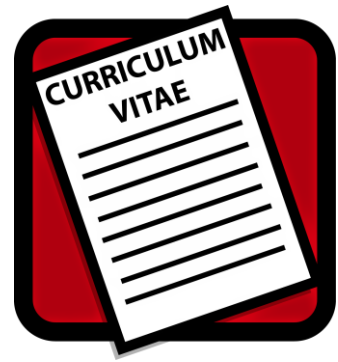
- Interacting with kitchen and waiting staff to collect used dishes and cutlery with a focus on not disrupting customer service
- Loading and unloading dishwasher efficiently to ensure kitchen staff are sufficiently supplied with dishes and cutlery
- Supporting events and busy periods by providing ad hoc support to colleagues when needed
- Checking cutlery, kitchen and tables in line with business standards to ensure they are ready for use

Hobby

Referensi



Surat Lamaran Kerja & Cover Letter Email



Membuat Surat Lamaran Kerja

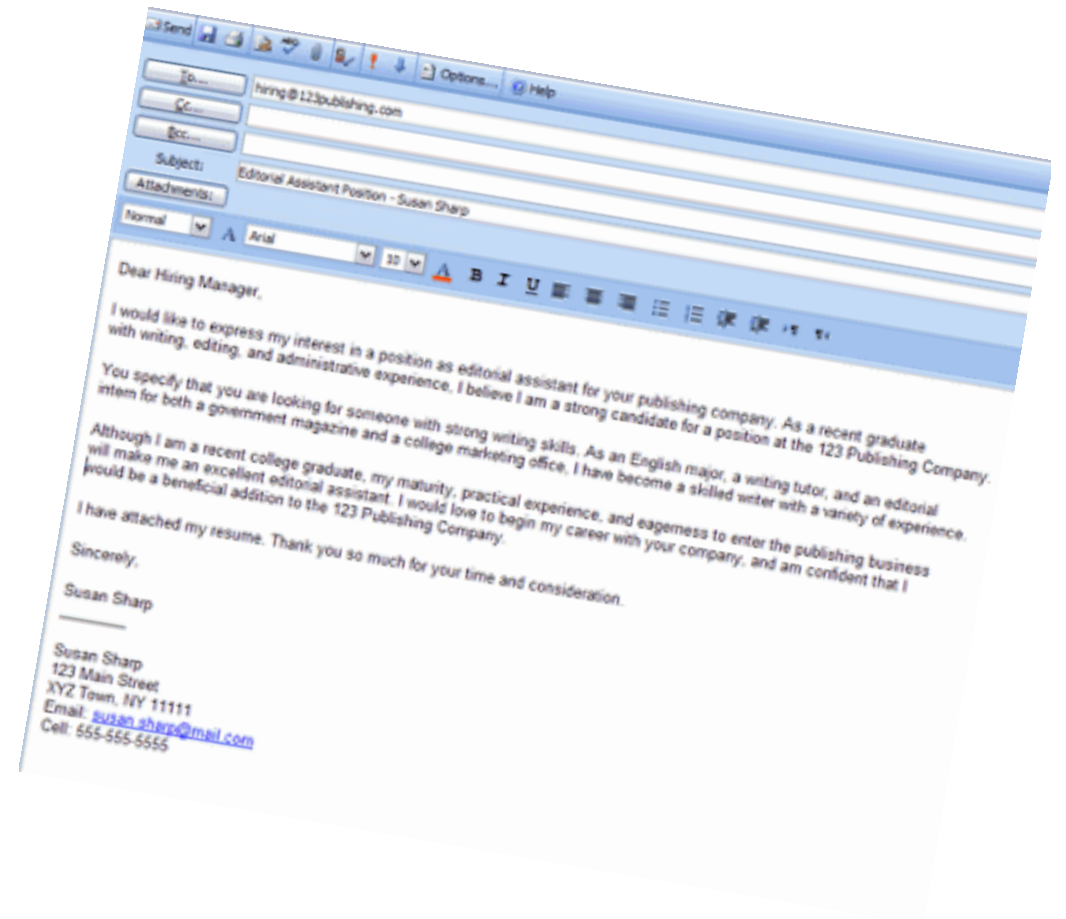
- Buat **customized** untuk perusahaan yang dilamar dan sesuaikan dengan CV. Beda perusahaan, beda CV, beda Surat Lamaran Kerja.
- Buat **dengan cermat**, baik format penulisan maupun isinya.
- Sebaiknya cukup $\frac{1}{2}$ halaman, atau jangan lebih dari $\frac{2}{3}$ halaman.
- Isilah dengan **Executive Summary CV**, yaitu poin-poin kunci **dari CV**.
- Surat Lamaran Kerja yang baik akan membuat perekrut **tidak tahan** untuk segera membuka CV-nya
- Cara **merangkum CV** ke dalam Surat Lamaran Kerja yang menggambarkan sebua **Executive Summary** akan semakin menggambarkan kelas anda.

Poin-poin **kunci** di surat lamaran kerja

- Selain informasi tentang **info kontak anda**, serta darimana anda mendapatkan info tentang lowongan tersebut, sebutkan poin-poin kunci berikut:
 - **Kekuatan andalan** dari sisi pendidikan, pelatihan, pengalaman, kompetensi, passion yang menjawab persyaratan untuk posisi lowongan itu
 - **Seberapa tepat kualifikasi anda** mengisi posisi lowongan itu (sesuaikan dengan isi lowongan kerja)
- Seharusnya anda memang hanya melamar posisi yang anda minimal memenuhi **90% persyaratan** kualifikasi yang diminta.

Surat lamaran kerja jadi **lampiran** atau **Cover Letter email**

- Surat lamaran kerja bisa menjadi:
 - **Cover letter** email,
 - **Lampiran email** Bersama CV



Pertimbangan anda **jangan hanya GAJI**

Pertimbangkan hal berikut;

- Paket gaji, total benefit
- Kesempatan belajar, berkembang
- Pastikan semuanya tercantum tertulis



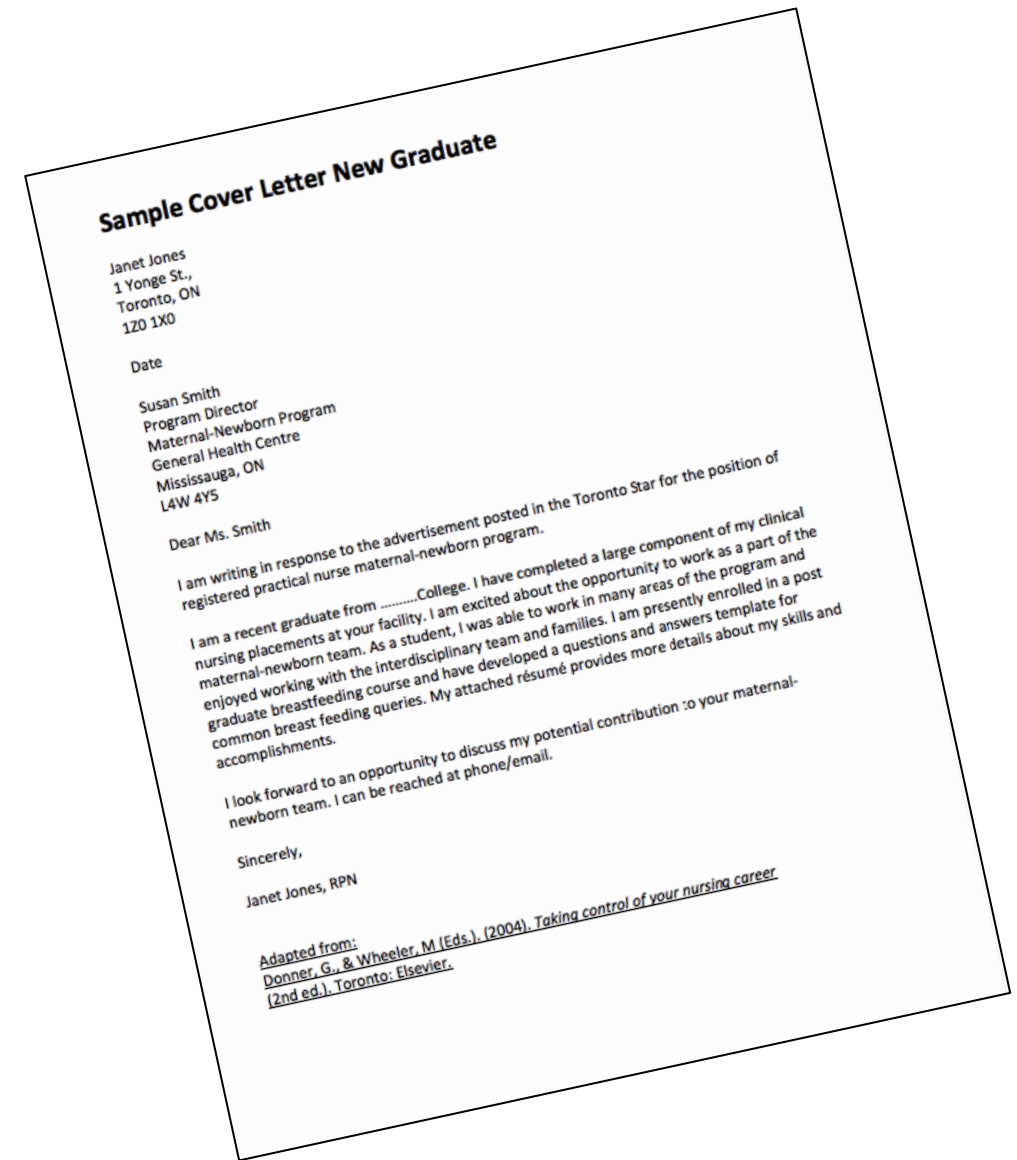
Tunjukkan **Soft Skill**mu selama proses melamar kerja

- Komitmen
- Inisiatif, **creative**
- **Fleksibel**
- Kedisiplinan
- **Empathy**
- Sifat **pantang** menyerah
- Komunikasi
- **Teamwork**



Lamaran kerja

- Ringkas
- Isinya **Executive Summary** dari **CV** (belajarlah membuat executive summary)
- Terapkan **soft skill** di dalam menyusun kata-kata
- Isinya tidak lebih dari **2/3** halaman
- Formatnya yang **rapi**



Cover letter **email**

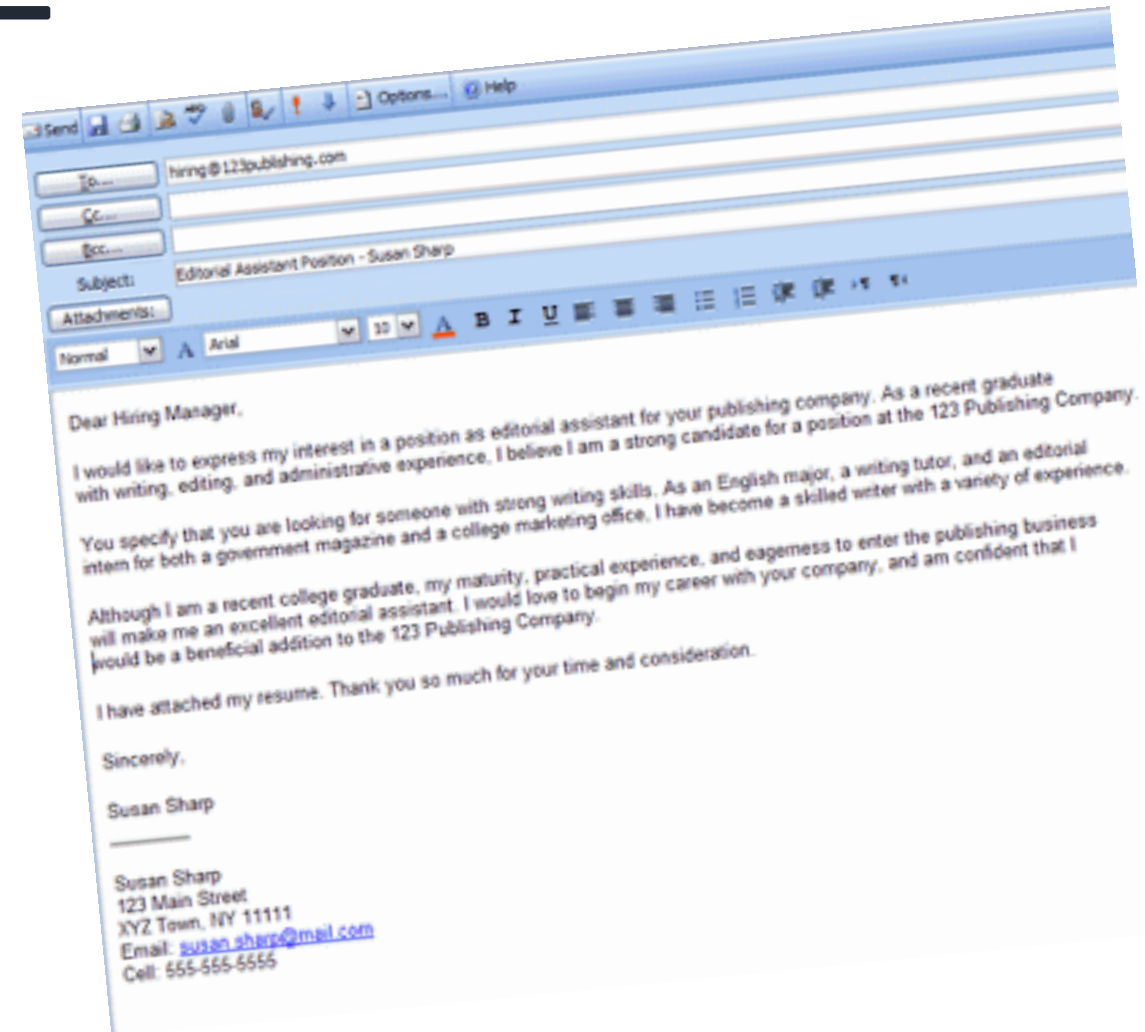
- **Buat subject** dari email singkat, info kunci, eye catching.
- Isi buat sangat ringkas, **menarik**, berisi ringkasan penting dari surat lamaran.
- Surat lamaran bisa juga tidak ditulis sendiri, tetapi nanti jadi **terlalu panjang** kalau surat lamaran dipaste ke email.
- Masih lebih baik surat lamaran ditulis tersendiri menjadi **lampiran**.



Cover Letter Email – Pilih Subject Line (1)

Contoh **Subject Email** lamaran kerja Sinta Dewi:

- Kalau ada **koneksi**: “Referensi pak Budiman – posisi Supervisor HR”
- Jabatan **lowongan kerja** dan nomor lowongan: “Supervisor HR ID#1189 – Sinta Dewi”
- **Menonjolkan** bidang keahlian utama kita: “Sarjana Keuangan Menguasai Myob”
- **Passion** kita: “Sarjana Pertanian – Pengalaman hidroponik – Sinta Dewi”



Cover Letter Email – Pilih Subject Line (2)

Fresh graduate dengan **keahlian** tertentu:

- “Sarjana Ekonomi – Hobby Hiking
Instruktur PMI – Sinta Dewi”
- “Sarjana Peternakan – Passion IT – Sinta Dewi”
- “Sarjana IT – Pengalaman Berorganisasi –
Sinta Dewi”
- “Sarjana Teknik Sipil – Hobi Programming –
Sinta Dewi”



Desain dan Warna Amplop

- Desain khusus **amplop** lamaran yang berbeda dari amplop pada umumnya
- Pilih warna yang **elegan**
- Tunjukkan yang **berkelas**
- Tulisan **mudah dibaca**



Ketelitian & Keauntentikan

Ketelitian

- Jangan ada salah **ketik** satupun.
- Jangan ada **singkatan** yang tidak konsisten atau tidak perlu
- Jangan ada **tanda baca** yang salah atau tidak konsisten
- Jangan salah **tanggal**
- Jangan salah nama **perusahaan**



Jangan pakai kata-kata klise & tidak autentik

- Team player
- Motivated
- Detail-oriented
- Communication skills
- People management skills
- Results-driven
- Dynamic
- Entrepreneurial
- People person
- Perfectionist
- Multi tasking

NO!

Praktekkan **Business Manner & Ettiquette**

1. Etika memper**kenalkan** diri
2. Etika **bersalaman**
3. Etika komunikasi di **medsos**
4. Selalu pakai “**Tolong**, Maaf, Terimakasih”
5. Jangan **menyela** pembicaraan
6. Perhatikan **kata-kata** anda
7. Cek lagi sebelum menekan **tombol Send**
8. **Sapa** yang anda temui
9. Tepat **waktu**
10. **Jangan** bertilpunan waktu meeting



Latihan Psikotest

1. Tes IQ
2. Tes Wartegg (melanjutkan titik)
3. Personality Test
4. Tes Koran (penjumlahan 2 angka)
5. Tes Analog Verbal (logika)
6. Logika Aritmatika (analisa)
7. Tes EEPS (kepribadian)



Tips Psikotest



- Istirahat cukup
- Makan dulu sebelum berangkat
- Pelajari contoh soal
- Datang awal, jangan telat
- Pelengkapan test dan alat tulis
- Kerjakan yang mudah dulu

Komunikasi Selama Mencari Kerja

Peragakan **SOFT SKILLS** dan **ETIKA BUSINESS** anda selama berkomunikasi dengan perusahaan yang anda lamar.

- **Kata-kata** di dalam CV, Surat Lamaran, Email, WA
- **Ucapan anda** di dalam menerima telepon maupun waktu wawancara
- **Perilaku anda** ketika datang ke tempat wawancara, di ruang tunggu, di musholla, di toilet, di kantin, di tempat parkir.
- **Sapaan** anda kepada siapa saja yang anda temui di gedung perusahaan



Rangkuman (1)

- Leadership **terasa** di seluruh **komunikasi** mencari kerja
- Pastikan **konsep bekerja** anda benar
- Pahami **harapan** para Pencari Tenaga Kerja
- **Urutan persiapan** mencari kerja:
 - **Research** perusahaan yang akan dilamar
 - Pahami **nilai-nilai perusahaan**, anda sesuaikan diri
 - Buat CV **spesifik**
 - **Aplikasi** kerja,
 - **Cover letter** pengantar email,
 - Atau **amplop** kalau hardcopy
 - Latihan **psikotest**
 - **Persiapan** wawancara



Rangkuman (2)



- Jaga KETELITIAN
- CV cantumkan skill dan pengalaman yang kalau dibahas akan memberi **nilai tambah**
- Jaga **medsos** anda
- **Research** perusahaan yang akan dilamar
 - Pahami **value** perusahaan
 - Jadikan **semacam sebuah proposal**, dengan bergabungnya anda, perusahaan akan ada perubahan apa
- Ingat yang **dicari perusahaan** adalah Attitude, Value, Passion, Tahan Banting
- Setelah wisuda **jangan** ada kekosongan

Rangkuman (3)



- Sesuaikan diri terhadap **nilai perusahaan**
- **Praktekkan Business Manner** selama berkomunikasi dalam proses perekrutan ini
- Bagi fresh graduate yang pengalamannya **nol atau kurang**

Q & A

TERIMA KASIH

DWI PUDJIARSO

0812-1065-202

dwi_pudjarso@indoshe.com

www.indoshe.com



cs@indoshe.com



CS INDOSHE



[@cs_indoshe](https://www.instagram.com/cs_indoshe)



[@indoshe](https://www.linkedin.com/company/indoshe)



PT INDOSHE

