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Student Competence in Writing Job Application Letters Seen from a Spelling Perspective

Kartika Satya Noviafitri¹⁾, Sabrina Khoir Rifa²⁾, Fitria Rahmawati³⁾, Markhamah⁴⁾

¹Faculty of Teacher Training and Education, Universitas Muhammadiyah Surakarta

email: a310210059@student.ums.ac.id

phone: 082225857520

²Faculty of Teacher Training and Education, Universitas Muhammadiyah Surakarta

email: a310210002@student.ums.ac.id

³Faculty of Teacher Training and Education, Universitas Muhammadiyah Surakarta

email: a310210005@student.ums.ac.id

⁴Faculty of Teacher Training and Education, Universitas Muhammadiyah Surakarta

email: mar274@ums.ac.id

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Abstract

Writing a job application letter as a form of official communication requires the correct use of spelling in accordance with Indonesian language rules. This study aims to determine and describe the forms of spelling errors made by class XII MIPA in writing job application letters, especially in the aspects of the use of capital letters, punctuation, and loan elements. This study uses a descriptive qualitative approach with a documentation method on 36 job application letter manuscripts of class XII MIPA 5 in the 2023/2024 Academic Year. From the results of the analysis, it was found that there were still many spelling errors made by students, with details of 134 errors in the use of capital letters, 55 errors in the use of loan words, and 180 errors in the use of punctuation including 78 uses of periods (.), 75 uses of semicolons (;), and 27 uses of commas (,). These findings indicate that students' understanding of Indonesian spelling rules, especially the latest edition of EYD, still needs to be improved. Therefore, the results of this study are expected to be used as evaluation material in learning Indonesian, especially in the material on writing official letters.

Keywords: Job Application Letter, Spelling, Capitalization, Punctuation

Corresponding Author:

Kartika Satya Noviafitri, Faculty of Teacher Training and Education, Universitas Muhammadiyah Surakarta

Email: a310210059@student.ums.ac.id

Abstrak

Penulisan surat lamaran pekerjaan sebagai salah satu bentuk komunikasi resmi mengharuskan ketepatan penggunaan ejaan yang sesuai dengan kaidah bahasa Indonesia. Penelitian ini bertujuan untuk mengetahui dan mendeskripsikan bentuk-bentuk kesalahan ejaan yang dilakukan oleh siswa kelas XII MIPA 5 dalam penulisan surat lamaran pekerjaan, khususnya pada aspek penggunaan huruf kapital, tanda baca, serta unsur serapan. Penelitian ini menggunakan pendekatan kualitatif deskriptif dengan metode dokumentasi terhadap 36 naskah surat lamaran pekerjaan siswa kelas XII MIPA 5 Tahun Pelajaran 2023/2024. Dari hasil analisis ditemukan bahwa masih banyak kesalahan ejaan yang dilakukan siswa, dengan rincian 134 kesalahan penggunaan huruf kapital, 55 kesalahan penggunaan kata serapan, dan 180 kesalahan penggunaan tanda baca yang meliputi 78 penggunaan tanda titik (.), 75 penggunaan tanda titik koma (;), dan 27 penggunaan tanda koma (,). Temuan ini menunjukkan bahwa pemahaman siswa terhadap kaidah ejaan bahasa Indonesia, khususnya EYD edisi terbaru, masih perlu ditingkatkan. Oleh karena itu, hasil penelitian ini diharapkan dapat menjadi bahan evaluasi dalam pembelajaran bahasa Indonesia, khususnya pada materi menulis surat resmi.

Kata kunci: *Surat Lamaran Pekerjaan, Ejaan, Huruf Kapital, Tanda Baca*

Introduction

Learning Indonesian is one of the compulsory subjects implemented in the Indonesian education system. According to Rahmadhani et al. (2022) explains that in the independent curriculum, learning Indonesian is used as a driver of knowledge. There are several types of Indonesian language learning, one of the most important language skills to master is writing skills, because it can provide many benefits (Nugroho, 2022). Writing activities are activities that convey messages containing written information and use written language as a medium to express or express an idea or thought that is owned (Amalia et al., 2020).

The theory Tarigan (2008) states that the purpose of a writing can only be achieved if the idea is structured and expressed clearly. This clarity depends on correct thinking, correct structure, correct word choice, and correct sentence structure (Hastuti et al., 2024). Ngalimun (2022) reveals the meaning of writing, through writing it is easy to express one's heart. The term writing is often associated with the creative process, the scientific type. Letters are a form of written communication. There are two types, namely official/formal letters and informal/informal letters (Pradita & Jayanti, 2021). There are no specific rules for writing informal letters. It is important for the sender and recipient of the letter to speak the same language and convey the same message. However, there are many binding writing rules that apply to formal letters. Because of these many rules, many mistakes occur when writing. One of them is writing a job application letter (Amalia, 2023).

Learning Indonesian for grade 12, there is material on writing application letters. Job application letters are used to apply as employees or staff at the desired location. Given the importance of the purpose of this letter, students must have good knowledge and be more careful when writing application letters (Matanggui, 2022). Because application letters influence the decision of company management in recruiting employees. Through learning to write job application letters, it is hoped that students will no longer experience difficulties and understand the correct writing rules in writing job application letters after graduating from high school (Wahyuningsih & Supriyadi, 2022). In addition, the learning materials can also help students when applying for jobs after graduating from high school. Because not every student can continue their education to a higher level due to several factors, namely external factors; especially the possibility of family economics and internal factors; laziness, feelings of inadequacy and wasting time and

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energy (Fitriyani et al., 2024).

Based on Mulyati & Hanifah (2022) revealed that in practice, many application letters appear to be poorly written, in terms of word choice, sentences, and use of Indonesian spelling, there are many errors in the text. Research on the analysis of writing errors in student assignment results has been conducted by several researchers, namely Kusumah et al. (2022) who described spelling errors and their frequency in narrative essays written by class VII students of SMP Negeri 2 Cimalaka in the 2021/2022 academic year. Research aimed at describing spelling errors, especially punctuation, in writing narrative essays by class V students of MI Mamba'ul Huda Ngabar was also conducted by (Rosita & Saputra, 2025). Aziza & Pratiwi (2023) conducted research on identifying spelling errors (such as punctuation and capitalization) and ineffective sentences in four news items published in Jabar Ekspres.

In addition, Sari & Alfiawati (2023) research contains information about the form of errors in the use of capital letters and punctuation in writing official letters by class VII students at SMP Negeri 3 Banjar Margo Tulang Bawang. A similar thing was also done by Febriana et al. (2023), who aimed to describe and analyze the spelling errors of Indonesian students at SMK Texmaco Karawang in their industrial work practice reports. Research on the analysis of errors in the use of EYD was also conducted by Muflihah & Sutrisna (2021), which aimed to describe the spelling errors that were refined in the narrative compositions of class VII students at SMP IT Attadzkir Maja. Next, a study on spelling errors, especially in the use of capital letters, punctuation, and writing of loan elements has also been carried out by a number of researchers, including (Ayundhasari & Nasucha, 2024; Aziza & Pratiwi, 2023; Febriana, Supriadi, & Setiawan, 2023b; Hanindhito & Cahyaningtyas, 2025; Kusriyati & Assidik, 2021; Manshur & Hambali, 2022; Muflihah & Sutrisna, 2021; Panike, 2021; Poojadixsa, 2024; Purwo, 2020; Qutrinnida, Roysa, & Kuryanto, 2022; Ravena, Charlina, & Septyanti, 2023; Rohmah, Arsanti, & Wardani, 2020; Rosita & Saputra, 2025; Salam, Nurfaedah, & Indraswari, 2022; Sari & Alfiawati, 2023; Wiranti, 2022).

Based on previous studies, there are still few studies that analyze the results of job application letter writing assignments at the high school level. Therefore, efforts are needed to minimize errors in writing job application letters made by students, especially in terms of spelling errors in Indonesian, as seen in the results of Indonesian language learning assignments for job application letter material in class XII MIPA 5 for the 2023/2024 Academic Year.

Method

This research was conducted at SMAN 1 Weleri, Weleri District, Kendal Regency. The object of the research was the results of student assignments in Indonesian language learning, especially on the material of job application letters in class XII MIPA 5 in the 2023/2024 Academic Year. This type of research is descriptive research with a qualitative approach. The method used in this study is the reading and recording method. The data in this study were in the form of job application letter documents written by class XII MIPA 5 students totaling 36 manuscripts. Data were collected using documentation techniques. The researcher collected the results of job application letter assignments that had been written by students as analysis material. Furthermore, careful reading and recording of writing errors were carried out, especially in the aspect of Indonesian spelling, the use of capital letters and punctuation. After the data was collected, an analysis was carried out by identifying, grouping, and describing the forms of spelling errors in job application letters. Furthermore, the data is presented in the form of a narrative presentation to describe the types and frequency of errors found.

Result and Discussion

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Based on the results of the analysis that has been carried out by analyzing job application letters written by students of class XII MIPA 5 totaling 36 letters, 134 errors were found in the use of capital letters, 55 errors in the use of loan words, and 180 errors in the use of punctuation including 78 uses of periods (.), 75 uses of semicolons (;), and 27 uses of commas (,).

The researcher analyzed spelling errors based on the data that had been obtained in accordance with the data qualification instrument that had been determined, precisely based on the Enhanced Spelling (EYD Latest Edition based on the decision of the Head of the Language Development and Fostering Agency of the Ministry of Education, Culture, Research, and Technology of Indonesia Number 0424 / I / BS.00.01 / 2022.

1. Errors in the Use of Capital Letters

The following is a table of the distribution of errors in the use of capital letters on the Surat Lamaran Pekerjaan (SLP) assignment sheet.

Table 1. Total Errors in the Use of Capital Letters in Writing SLP by Class XII MIPA 5

No.	Capitalization Errors	Amount	Percentage (%)
1	In names (companies, people, products)	56	41,7%
2	In geographical names	7	5,2%
3	First letter of all words	38	28,36%
4	First letter of month names	2	1,49%
5	First letter of the beginning of a sentence	9	6,71%
6	Capital letters of positions	18	13,43%
7	In words indicating kinship	4	2,99%

The table above is a table of findings from the analysis of errors in the use of capital letters in writing SLP by students of class XII MIPA 5. This analysis was carried out by calculating the number per word and based on the Pedoman Umum Ejaan Bahasa Indonesia (PUEBI) edition V as the latest reference in the use of spelling in accordance with good and correct Indonesian language rules. Based on the findings above, the following is a description of some of the data that has been analyzed by the author.

a. Spelling errors in names (companies, people, products)

Data :

(1) *"To the Head of ALWIS FRESH"*

(2) *Name : AJINUGROHO*

Data Justification :

To the Head of Alwis Fresh

Name : Ajinugroho

Based on data (1) contains an error in the use of capital letters, namely in the word "ALWIS FRESH". Alwis Fresh is the name of a company, based on the EYD rules which state "Capital letters are used as the first letter of an institution or company". The company name must be written with a capital letter. The data (2) contains an error in the use of capital letters, namely in the name "AJINUROHO". "Ajinugroho" is a person's name, based on the EYD rules which state "Capital letters are used as the first letter of a person's name". A person's name must be written with a capital letter.

b. Mistakes in writing geographical names

Data :

(3) *"rt 02 rw 02"*

(4) *CENTRAL JAVA PROVINCE*

Data justification :

Rt 02 Rw 02

Central Java Province

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Data (3) contains errors in the use of capital letters in the words "rt" and "rw". "rt" and "rw" are geographical terms. Based on the EYD rules which state "capital letters are used as the first letter of geographical names". Geographical names must be written with a capital letter.

Based on data (4) contains errors in the use of capital letters, namely in the words "CENTRAL JAVA PROVINCE". "Central Java Province" is a geographical name. based on the EYD rules which state "capital letters are used as the first letter of geographical names". Geographical names must be written with capital letters.

c. Mistakes in writing the first letter of all words

Data :	Data justification :
(5) Nama : ...	nama
Tempat, Tanggal lahir : ...	tempat, tanggal lahir
Alamat : ...	alamat
Jenis Kelamin : ...	jenis kelamin

(6) Hal: lamaran pekerjaan Hal: Lamaran Pekerjaan

Data (5) contains errors in writing capital letters, namely in the words "Name:... Place, Date of Birth:...". "Name:... Place, Date of Birth:..." are the first letters of all words. The first letters of all words are written using non-capital letters.

Data (6) contains errors in writing capital letters, namely in the words "Regards: Job application". The word is the first letter of all the words. The first letter of all the words should be written using a capital letter at the beginning of the word.

d. Mistake in using the first letter of the month

Data :	Data justification :
(7) Kendal, 12 februari 2024	Kendal, 12 Februari 2024

Data (7) contains a mistake in capitalizing the word "February". The word is the name of the month. Based on EYD rules, the first letter of the month is written in capital letters.

e. Capital letters are used as the first letter of the beginning of a sentence

Data :	Data justification :
(8) ..saya ucapkan Terima Kasih .	..saya ucapkan terima kasih.

Data (8) contains a mistake in capitalizing the word ".. Terima Kasih". Based on EYD rules, capital letters are used as the first letter of the beginning of a sentence.

f. Mistake in using capital letters in positions

Data :	Data justification :
(9) ...memiliki pengalaman di Bagian Marketing selama 1 tahun.	...memiliki pengalaman di bagian marketing selama 1 tahun.
...mengisi bagian marketing agent officer (MA0)	... mengisi bagian Marketing Agent Officer (MA0)

Data (9) contains a mistake in capitalizing the word "... Marketing Section..". Based on EYD rules, capital letters are not used in descriptive positions in a sentence.

Based on (10) contains a mistake in using capital letters in "... marketing agent officer (MAO)...". Based on EYD rules, the full form of an abbreviation must begin with a capital

letter.

g. Errors in capitalizing kinship words

Data :

(11) Saya ucapkan terima kasih banyak
atas perhatian bapak/Ibu

Data justification :

Saya ucapkan terima kasih banyak atas
perhatian Bapak/Ibu.

Based on the data (11) above, it was found that errors in capitalizing letters. The first letter of words indicating kinship relationships, such as father, mother, brother, and sister, as well as other words or phrases (including elements of complete repetitions) should be written in capital letters.

2. Errors in Using Punctuation

Based on the results of the analysis, it was found that students of class XII MIPA 5 often made mistakes in using the punctuation marks full stop (.), comma (,), and semicolon (;). The following is a table of the distribution of errors in the use of punctuation.

Table 2. Total Punctuation Errors in Student SLP Writing
Class XII MIPA 5

No.	Punctuation Errors	Amount	Percentage (%)
1	Punctuation Marks Period	78	43,33%
	In details	25	
	At the end of a sentence	18	
	In the recipient's address	4	
	In writing words	29	
	In numbers	2	
2	Comma Punctuation Marks	27	15%
	In greetings	16	
	In addresses	10	
	At the end of words or phrases connecting sentences	1	
3	Semicolon Punctuation Marks	75	41,67%
	In details	75	

The table above is a table of findings from the analysis of errors in the use of punctuation in writing SLP by students of class XII MIPA 5. This analysis was carried out by calculating the number per word and based on the General Guidelines for Indonesian Spelling (PUEBI) edition V as the latest reference in the use of spelling in accordance with good and correct Indonesian language rules. Based on the findings above, the following is a description of some of the data that has been analyzed by the author.

a. Mistake in Use of Full Stop (.)

(1) In Detail

Data (12) :

- 1). Pas foto 4x6 cm
- 2). Fotokopi KTP
- 3). Daftar riwayat hidup

Data justification (12) :

1. Pas foto 4x6 cm
2. Fotokopi KTP
3. Daftar riwayat hidup.

Based on data (12), there was a mistake in using a full stop. The General Guidelines for Indonesian Spelling (PUEBI) Edition V states that a full stop should not be used on numbers or letters that are already in brackets in the details. Thus, the use of a full stop in the data is a

punctuation error.

(2) At the end of a sentence

Data

(1) *..really hope to join PT...I say
Thankyou*

(2) *Saya ucapkan terima kasih banyak
atas perhatian bapak/Ibu*

Data justification

(1) *..really hope to join PT...I say thank
you.*

(2) *Saya ucapkan terima kasih banyak atas
perhatian Bapak/Ibu.*

Based on data (13) and (14), sentences should be given a full stop at the end of the sentence. As regulated in the EYD edition V online, which states "A full stop is used at the end of a statement sentence".

(3) In the recipient's history of the letter

Data (15) :

*Yth. Pimpinan RSIA Fadhila Batusangkar
Jalan Baringin no. 5 Batusangkar,
Sumatera Barat.*

Data justification (15) :

*Yth. Pimpinan RSIA Fadhila
Batusangkar
Jalan Baringin no. 5 Batusangkar,
Sumatera Barat*

Based on data (15), there was a mistake in writing a full stop. Based on EYD rules, a full stop should not be used after the letter history.

(4) In the writing of the words

Data :

(16) *PT. Rocket Chicken*

(17) *PT. Pama Persada*

Data justification :

(16) *PT Rocket Chicken*

(17) *PT Pama Persada*

Data (16) and (17) there is an error in writing the period punctuation.) namely there is a period written at the end of the abbreviation "PT." while according to the Head No. 1 April 2024 50 Language Development and Fostering Agency of the Ministry of Education, Culture, Research, and Technology of Indonesia Number 0424 / I / BS.00.01 / 2022 concerning the Improved Spelling (EYD) Latest Edition, "abbreviations, including acronyms, consist of the first letter of each word written in capital letters without a period."

(5) In the number

Data (18) :

nomor telepon: 0895-3211-14360.

Data justification (18) :

Nomor telepon: 0895-3211-14360

Data (18) there is an error in writing the period in the number. the period punctuation should not be used to separate thousands or multiples that do not indicate the amount.

b. Error in Using Comma Punctuation (,)

(1) In the opening greeting

Data (19) :

Dengan hormat Berdasarkan informasi...

Data justification (19) :

Dengan hormat, Berdasarkan informasi...

Data (19) there is an error in writing the comma punctuation in the opening greeting. Based on EYD rules, a comma is used after the opening greeting (such as with respect or greeting history), closing greeting (such as respect or our respect), and the job title of the person signing the letter.

(2) At the end of a connecting word or phrase between sentences

Data (20) :	Data justification (20) :
<i>Bapak/Ibu membutuhkan karyawan baru sehubungan dengan hal itu saya bermaksud melamar...</i>	<i>Bapak/Ibu membutuhkan karyawan baru. Sehubungan dengan hal itu, saya bermaksud melamar...</i>

Data (20) contains an error in writing a comma at the end of a connecting word or phrase between sentences, namely in the sentence "...with that I intend...". based on EYD rules, in writing a comma, it should be used after a connecting word or phrase between sentences, such as therefore, so, thus, in connection with that, and even so.

(3) In the Address

Data (21) :	Data justification (21) :
<i>Dukuh Tegalrejo RT 01/RW 06 Desa Penaruban</i>	<i>Dukuh Tegalrejo RT 01/RW 06, Desa Penaruban</i>

Based on data (21) above, it was found that the error in writing the comma should be used according to the latest EYD edition V online which reads "a comma is used between (a) name and region, (b) parts of the region, (c) place and date, and (d) names of places and regions written in sequence". However, the data does not use the correct writing rules.

c. Mistakes in Using Semicolons (;)

(1) In the Details

Data (22) :	Data justification (22) :
<i>nama: Mentari Laela Novitasari; tempat tanggal lahir: Kendal, 18 November 2005; pendidikan terakhir: SMA;</i>	<i>nama: Mentari Laela Novitasari tempat tanggal lahir: Kendal, 18 November 2005 pendidikan terakhir: SMA</i>

Data (22) contains a mistake in writing a semicolon in the details. Based on EYD rules, the writing of a semicolon should be used in the details that are in the form of verbal phrases.

Data (23) :	Data justification (23) :
<i>1. Pas foto 4x6 cm 2. Fotokopi KTP 3. Daftar riwayat hidup 4. Fotokopi surat keterangan kelakuan baik 5. Fotokopi surat keterangan sehat</i>	<i>1. Pas foto 4x6 cm; 2. Fotokopi KTP; 3. Daftar riwayat hidup; 4. Fotokopi surat keterangan kelakuan baik; 5. Fotokopi surat keterangan sehat;</i>

Data (23) contains a mistake in using a semicolon in the details. As regulated in the latest EYD edition V which states "A semicolon is used in the details that are in the form of verbal phrases".

3. Mistakes in Writing Loan Elements

Based on the results of the analysis, the following is a table of the distribution of errors in writing loan elements made by class XII MIPA 5 students.

Table 3. Total Errors in Writing Absorption Elements

No.	Absorption Element Spelling Error	Amount	Persentase (%)
1	Pada penulisan kata "fotocopy"	55	100%

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Misuse of loan elements found in the spelling of the word "photocopy." Both words are elements of the source language whose spelling and pronunciation are adjusted to Indonesian language rules. In this case, absorption is attempted so that the spelling is changed as necessary so that the Indonesian form can still be compared with the original form. Meanwhile, in the error in writing the job application letter above, the absorption was found to be an error in combining Indonesian and a foreign language, namely "photocopy" which should be written as "photocopy" which means the result of photographic reproduction (duplication) of printed goods (writing).

Based on the results of the analysis of 36 SLP manuscripts of Class XII MIPA 5 students, various forms of errors in the use of capital letters were identified. The total number of errors found was 134. The most common category of errors found was errors in capitalizing names (56 errors), followed by errors in capitalizing the first letter of all words (38 errors) and errors in capitalizing position letters (18 errors). Other types of errors include spelling of place names, months, beginning of sentences and information about relationships.

This analysis refers to the Enhanced Spelling (EYD) edition V stipulated in the Decree of the Head of the Language Development and Fostering Agency Number 0424/I/BS.00.01/2022. These results indicate that students' understanding of spelling rules, especially the use of capital letters, is still low. This reflects the need to strengthen spelling learning in formal writing assignments in secondary schools.

A comparison with Purwo (2020) study which analyzed spelling errors in narrative essays of grade III students of SDN 2 Mojoarum, Gondang District, Tulungagung Regency showed that errors in the use of capital letters were also the most common spelling errors found. The similarity between these two studies lies in the limited understanding of students about capitalization according to EYD rules. However, the difference lies in the context and type of text analyzed. This study focuses on formal application letters, while Diplan et al. (2020) examined stories that were imaginative and free.

Research conducted by Ayundhasari & Nasucha (2024) on spelling errors in news in the mass media also shows that errors in the use of capital letters are still common, even when the news is written by journalists and not by students. The authors agree that errors in the use of capital letters are often caused by misunderstandings in the context of use. However, there is a big difference between the person who writes and the media they use.

Thus, this study provides a new contribution to efforts to close the educational gap at the high school level, especially in the field of writing official letters that are relevant to the job market. These results also confirm the findings of previous studies which show that students' spelling skills still require special attention, especially in formal writing training.

Conclusion

Based on the results of the analysis of 36 job application letters from class XII MIPA 5 students, it was found that the majority of students still had difficulty in applying good and correct Indonesian spelling rules. The most common errors occurred in the use of capital letters and punctuation, such as periods, commas, and semicolons. This shows that students' understanding of the General Guidelines for Indonesian Spelling (PUEBI) is still less than optimal.

Therefore, learning to write formal letters in schools needs to be continuously improved, especially in the aspect of spelling usage. Practice writing job application letters that are linked to real situations will help students understand the importance of language accuracy in formal communication. In this way, it is hoped that students can master spelling rules better in writing formal letters.

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