How to Use Contoh CV dan Email for Your Job Application

When you start looking for your first job in Indonesia, one of the hardest parts is knowing what to put in your application. You know you need a CV and an email, but what should they look like? That is where the phrase "contoh CV dan email" becomes useful. It is not just a search term. It is a shortcut to understanding what HRD expects, especially for fresh graduates and people entering a new bidang industri.

A good example shows you the structure, the tone, and the small details that make a difference. In this article I will walk through what makes a strong CV and a professional email lamaran, and how to adapt examples to your own situation. The goal is to help you create documents that get noticed, not just passed along.

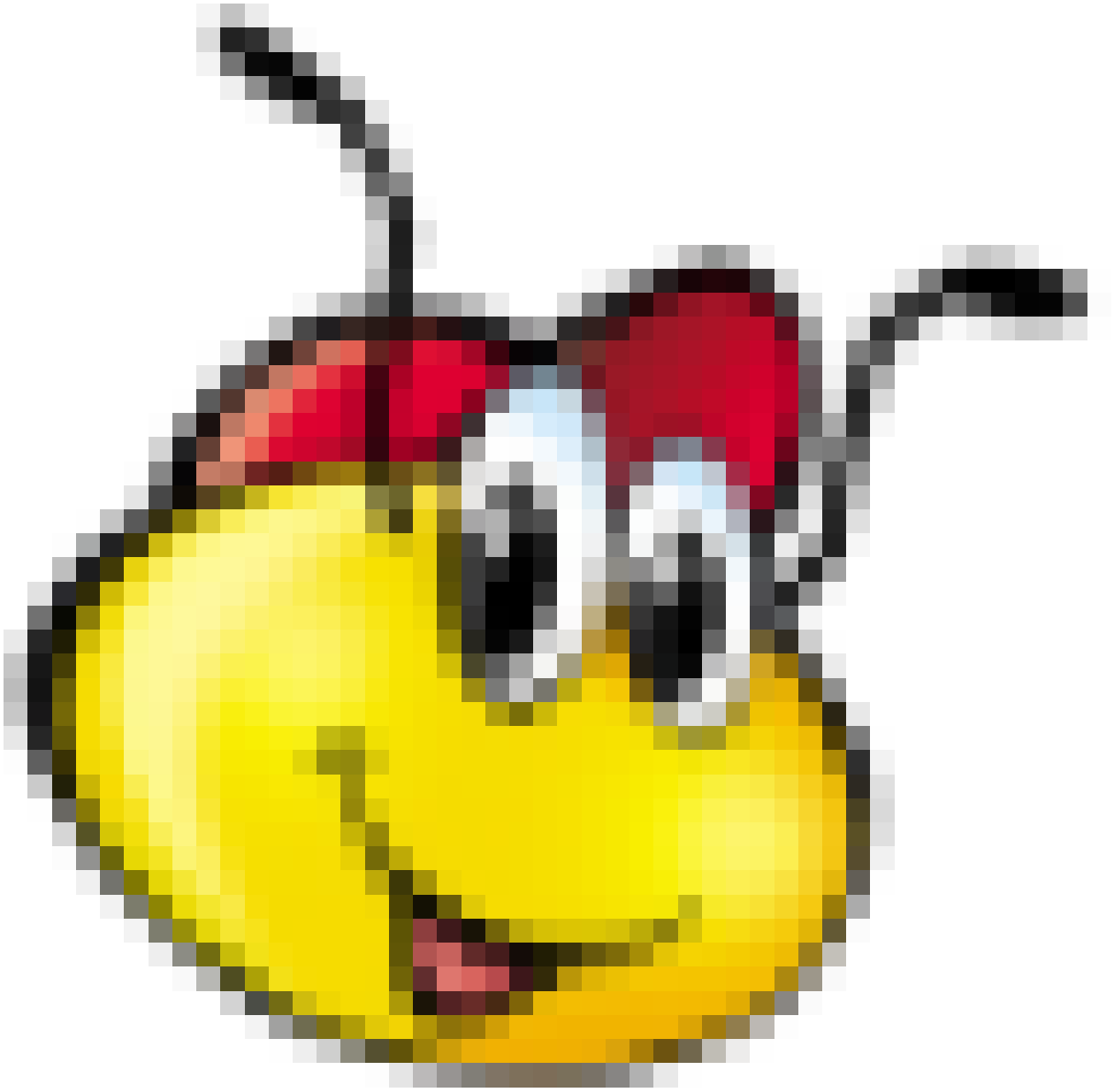
Why Examples Matter More Than Templates

Many job portals like Jobstreet and LinkedIn offer ready-made templates. Those are fine as a starting point, but they can make your application look generic. A template tells you where to put your pendidikan terakhir and your pengalaman kerja. An example, on the other hand, shows you how someone in your position handled the same task. When you look at a "contoh CV dan email" from a site that focuses on lowongan kerja for fresh graduates, you see what a real application looks like for a pekerjaan entry level in Indonesia.

The difference is subtle but important. Templates give you a box to fill. Examples give you a model to learn from. You see how to phrase your achievements, how to order your information, and how to match your tone to the company culture. That is why I recommend spending time studying several examples before writing your own.

What a Good CV Looks Like for Fresh Graduates

If you are a fresh graduate, your CV will look different from someone with five years of experience. You do not need to worry about that. HRD knows you are new. What they want to see is potential, not a long history.



Start with your pendidikan terakhir. List your degree, your university, and your GPA if it is above average. Then add any relevant coursework or projects. If you did an internship, that counts as pengalaman kerja. Even part-time jobs or volunteer work can show skills like teamwork, communication, or problem-solving.

For the format, consider using a CV ATS. Many companies now use software to scan CVs before a human reads them. An ATS-friendly CV uses simple formatting, standard section headings, and no images or tables. That way the software can read your information correctly. If you are applying to a creative bidang industri like design or marketing, you might also want a CV kreatif that shows your visual style. Just make sure you also have a plain text version for the ATS.

Here is a quick checklist for your CV:

- Use a clear font and consistent spacing.
- Keep it to one page if you have less than three years of experience.
- List your riwayat hidup in reverse chronological order.
- Use bullet points for achievements, not just job duties.
- Tailor your kualifikasi pekerjaan to the job description.

Writing a Strong Surat Lamaran Kerja via Email

Your email lamaran is the first thing HRD sees. Even before they open your CV, they read your subject line and your greeting. That first impression matters a lot.

Your subjek email should include the job title and your name. For example: "Application for Marketing Assistant - Andi Pratama". That helps the recruiter find your email quickly. Do not write something vague like "Job Application" or "CV". Be specific.

The body of the email should be short. Introduce yourself, state the position you are applying for, and mention why you are interested. Then say that you have attached your CV and surat lamaran kerja. End with a polite closing and your contact information.

One common mistake is writing a novel in the email. Keep it to three or four sentences. The detailed information goes in the attached documents. Also, always write the email in the same language as the job posting. If the posting is in Indonesian, write in Indonesian. If it is in English, write in English.



Adapting Contoh CV dan Email to Your Situation

When you search for "contoh CV dan email" online, you will find many examples. The trick is to adapt them, not copy them. Start by reading two or three examples from sites that focus on lowongan kerja for fresh graduates in Indonesia. Notice how they structure the CV and what they include in the email. Then write your own version using your real information.

For your CV, use the same section order as the example but replace the content with your own pendidikan terakhir, pengalaman kerja, and skills. For the email, follow the same polite structure but change the details to match the perusahaan and the position you are applying for.

If you are applying for a pekerjaan entry level, emphasize your willingness to learn and your relevant coursework. If you have some internship experience, put that front and center. If you do not have any work experience at all, focus on your education and any projects you did during university.

Common Mistakes to Avoid

Even with good examples, people still make mistakes. Here are the most common ones I see:

- Using a CV kreatif when the company uses ATS software. The software cannot read images or fancy fonts, so your application gets rejected before anyone sees it.
- Forgetting to change the nama perusahaan in the email. HRD can tell when you send a mass email. Always double-check that you have the right company name.
- Sending a generic email with no mention of the job. A subject line like "Lamaran Kerja" tells the recruiter nothing about which position you want.
- Attaching a file named "CV.pdf" without your name. Name your file like this: "CV_Andi_Pratama.pdf". That makes it easy for HRD to find your file later.
- Writing too much in the email. Remember, the email is just a cover. The CV is where you show your qualifications.

How to Use LinkedIn and Jobstreet Alongside Examples

Platforms like LinkedIn and Jobstreet are great for finding lowongan kerja. But they also give you access to profiles of people who already work in your target bidang industri. Look at their CV summaries to see what skills and experiences they highlight. This can help you decide what to include in your own application.

For fresh graduates, LinkedIn also lets you build a profile that acts like an online CV. Make sure your LinkedIn profile matches the information on your CV. HRD often checks both. If they see a discrepancy, it hurts your credibility.

Email lamaran yang terarah

01

Tentukan tujuan

Subjek sesuai petunjuk

Posisi dan sumber resmi

02

Jelaskan kecocokan

Satu pengalaman relevan

Keterampilan yang terbukti

03

Periksa & kirim

Lampiran yang diminta

Kontak aktif dan penutup

Sesuaikan contoh surat dengan pengalaman dan lowongan Anda.

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Final Thoughts on Your Karir Pertama

Your karir pertama is a big step. It is normal to feel unsure about your application. That is why looking at "contoh CV dan email" is a good idea. It gives you a reference point. But remember, the example is just a guide. Your application needs to reflect who you are and what you can offer.

Take the time to customize each application. Write a fresh email for each job. Update your CV to highlight the skills that match the job description. It takes more effort, but it also gives you a much better chance of getting an interview.

Good luck with your job search. Use the examples wisely, adapt them to your situation, and you will be on your way to landing that first job.