

# The Moves in the Application Letters of PT Polysindo Eka Perkasa's Applicants

M. Nahar

A lecturer at the Business Administration Department

**Abstract:** *An application letter is a text which has its own genre with its specific features such as grammar, organization of the text and the context which are different from other text types. Although it has permanent sequence of moves, in fact it may apply different moves if it is written by different people to perform a specific communicative function and fulfill the individual need of the writers. This study was done to analyze kinds of moves, their sequence and the dominant moves used in the application letters. The analysis was done on thirteen application letters sent to PT Polysindo Eka Perkasa. The study is qualitative research and some steps were analyzed quantitatively in the form of percentages. The results of the analysis showed that there were moves within moves found both in the theory and in the application letters. In the theory, there are 9 moves at the first level, 27 moves at the second level and 35 moves in the third level. The number of moves found in the application letters at the first level was 12 and became 35 moves at the second level and 43 moves at the third level. It means that there are 8 additional moves. Although more moves were found in all application letters, none of them had complete moves in one letter, which was caused by overlapping moves, missing moves, and disordered moves.*

**Keywords:** *moves, application letter*

## Introduction

A language is used by its speakers as a means of communication to serve their needs, both as individual and social beings. Using the language in their interactions, people can get things done or in doing activities. In the Systemic Functional Linguistic view, this is possible since, as a means of communication, the function of language is two folds. It is used to express meanings (form), and simultaneously a resource of meaning (function). Due to its significant role and function, language is used by human beings to drive this world.

At the beginning, there was only one language used by Adam to name things. However nowadays, a huge number of languages exist due to the wide spread of human being in every part of the world. In its development, the differences are not only found in the form of symbols used by these languages but also in the range of texts in an individual language. In practice each language has developed in its own culture and moreover each would have to adapt itself in order to meet such different needs (Halliday, 1985).

Physically, there are two different types of language, i.e. the spoken and the written language. Halliday (1985) elaborates the difference between written and spoken language. He contends that the written language presents a synoptic view that a thing that exists defines its universe as a product rather than as process. On the other hand the spoken language presents a dynamic view that is seen as coming into being, changing and moving in out of focus and as interacting in a continuous onward flow which defines its universe as process.

In their lives, people communicate using written and spoken forms of language to capture the social nature of spoken and written discourses (or texts), which is known as

genre (Kroll, 2003), different social purposes will produce different texts in their structural elements which contributes to the achievement of the text purpose (Butt, *et al.* 2001). This suggests that the social nature and the structure of the elements of spoken and written discourses are in difference.

In daily-temporary communication, people tend to use the spoken form, whereas the written form is usually used for more permanent and recorded data or information. Naturally, there are some differences between spoken and written language. Spoken language is more spontaneous, direct and simple. On the other hand, the written language tends to be more formal, complex and uses longer expressions. Different skills are needed to be able to communicate using both ways of communication. As it is more complex, to communicate using written language, extra care is needed in putting ideas. The ideas should be expressed using appropriate words and presented in good organization of sentences, otherwise, the intended meaning would be interpreted differently by the readers.

The difference in the range of texts is attributed to the fact that in communication, there are different social purposes which require and produce different texts. A letter, for example, is a kind of text which has its own genre with its specific format features which are different from other text types such as reports, schedule, invitation or recipes. Although belonged to one genre, letters also have many different types such as enquiry letters, complaint letters, apologizing letters, and application letters. These letters are so called according to the messages they convey. The format of these letters could be the same according to its culture and situation that is a business formal letters. However the body of the letter or the message conveyed in the main part of the letter is different from one to the others. The differences are found in the topic discussed, the party who sends and receives the letter and how formal the letter is, as shown by the sentence construction, lexical choice, which also contribute to the register of the letter.

The type of letters needed for a job application is different from that of a personal letter. This is due to the difference of social purposes the two letter types fulfill. A letter for a job application needs to contain language features which are specific and relevant to job application. It is a text involving certain communication which then needs certain language to serve the social purpose required by and relevant to job application. As a text fulfilling a particular function in interaction, a letter of job application contains moves, which is one of the bare bone of the hierarchy or rank scale in the function (Sinclair and Coulthard cited in McCarty, 1991).

An Application letter is a type of text which applies certain discourse both in its format and content. The format which consists of parts of an application letters is similar from one to another especially if they are written in the same language which use the same context of culture. The specific format then creates a text called an application letter which is automatically different from other texts such as report, memo etc. Although it has one text type which should fulfill certain requirement of moves, it does not mean that there will be no differences on moves among the application letters. The differences may happen because of the content which has different types and numbers of information that should be written in the letter. The consideration of the content will influence the parts chosen. It means that the moves of the whole text are constructed considering both the parts of the letter and the content or the messages conveyed both in each part and the whole text. The moves can also be different because of the applicants' lack of knowledge of how to arrange and complete the parts of the letter and what text segments containing different purposes for the appropriate moves. It means that although a text has certain genre because of using its permanent sequence of moves, in fact it may have different moves if it is written by different people. The differences can be from the completeness of moves used or the sequence which is in unexpected order.

In Semarang, one of the business companies requiring its employers to submit a letter of application in its employee recruitment process is *PT Polysindo Eka Perkasa*, a

textile producer. This study focused on the analysis of the application letters, particularly on the study of the moves, in the application letters of *PT Polysindo Eka Perkasa's* applicants.

### **Moves**

Move has important contribution in fulfilling the overall purpose of the genre (Henry and Roseberry, 2001) because moves represent semantic and functional units of texts that have specific communication purposes and they have distinct linguistic boundaries that can be objectively analyzed. They also stated that a move is a text segment whose purpose is to contribute to meeting the overall function of a genre. Moves may contain multiple elements that together or in some combination realize the moves. A move refers to a section of a text that performs a specific communication function. Each move does not only have its own purpose but also contributes to the overall communication purposes for the genre. It shapes the schematic of the discourse and influences the choices of content and style of the text in a genre exhibiting various pattern of similarity in terms of structure, style, content and intended audience. Moves are defined as a functional unit in a text used for some identifiable purposes. It is often used to identify the textual regularities in certain genres of writing and to “describe the functions which particular portions of the text realizes in the relationship to the overall task” (Swales 1997).

### **Communicative Function of an Application Letter**

A letter of application, also known as a cover letter, is a document sent with a CV or resume to provide additional information on skills and experiences. According to Biegeleisen (1985) an application letter is a short, business-like correspondence which calls the prospective employer's attention to the enclosed resume. The purpose of a cover letter is to point up why the applicant is convinced that the qualifications he/she possesses are right for the job he/she seeks as summarized in the resume and are worthy of the prospective employer's consideration.

Basically, a letter of application is a written response to an existing job opening. It may also be used as a promotion piece showing qualifications for a particular job or service to the intended company to work for. Biegeleisen (1985) also stated that the most readable application letter is one that is brief and to the point. No matter how many letters are sent, each should be typed by hand and signed and wherever possible, directed to a particular individual by name and title.

According to Bathia (2006), application letter is embedded genre. It is said so because it does not belong to promotion text in marketing sense but in fact it explicitly indicates the promotion elements. The generic value of the text is informative and persuasive. The genre colony is promotional genre which promotes the self of the writer. It typically provides detailed information on why the applicant is qualified for the job he/she is applying for. Effective application letters explain the reasons for the applicant's interest in the specific organization and identify the most relevant skills or experiences. The application letter should let the employer know what position the applicant is applying for, why the employer should select him/her for an interview, and how she/he will follow-up. The sub genre of the application letters analyzed in this study is application letters which were print and sent by post.

### **Genre of an Application Letter**

When we describe the staged, structured way in which people go about achieving goals using language, we are describing genre. Halliday (1985) defined genres as “every text – that is, everything that is said or written – unfolds in some context of use; furthermore, it is the uses of language that, over ten thousands of generations, have shaped the system. Language has evolved to satisfy human needs; and the way it is

organised is functional with respect to those needs – it is not arbitrary. A functional grammar is essentially a ‘natural grammar’, in the sense that everything in it can be explained, ultimately, by reference to how language is used”.

An application letter is written and used in a certain context of situation which produces a text different from other texts. Application letter forms its own style which has different format and content from other text types. The moves of each part of the Application letter will not be the same if it is sent using different context or different media. Thus it should be written and described in terms of three main variables that are important in influencing the way language is used (Unsworth, 2001). The three variables are the field, it is the content or topic which concerns with the social activity, The tenor, that is the nature of the relationship among the people using language, and the mode that is the medium and role of language in the situation, whether spoken or written, accompanying or constitutive of the activity and the media used such as sent by post or by e-mail. These all will produce different moves and register if there is different between aspects within each variable or between variables.

The application letter written in different culture has differences in the content as well as in the style of writing (Kroll, 2003). Thus, the culture plays an important role in the genre produced. By looking at the three concentric circles of English (Kachru, 1988); the inner circle, the outer circle and the extended circle, if the applicant is from the extended circle which tries to communicate as the communicant in the inner circle and he/she has cultural experiences which are not the same as the cultural possessed by the communicant in inner circle, then it will influence the products. The other reason of the influence of the culture in producing different genre is each person has different competence and different proficiency in various areas (Romaine, 1989). The differences in these aspects create different genre in writing application letters.

### Moves in an Application letter

There are usually nine main moves found in the application letter. The nine moves are presented in the table below

Table 1: Moves in an application letter with enclosure sent by post

Move codes	Moves	Description
M1	Sender's address	6 Carlswood Street Redhill Surrey Tel: Redhill 1986
M2	Date	17 September 1986
M3	Receiver's address	Mrs Cintya Dryden 44 Randolph Square London EC1 4BT
M4	Salutation	Dear Mrs Dryden
M5	Body	I would like to apply for the post of personal assistant/secretary advertised in today's Guardian. As you can see from my curriculum vitae, I have had six years' experience as a personal secretary. Five of these have been in film and television and I am particularly keen to continue working in this industry.  I enclosed my curriculum vitae and will be available for interview any date after 21 September and able to take up a new appointment from 1 October.  I look forward to your reply.

M6	Complimentary close	Yours sincerely
M7	Signature	Edith Roberth
M8	Sender's name	EDITH ROBERTS
M9	enclosure	Enc: 1

(adapted from Wilson, 1987 & Ashley, 1984)

There are moves within moves in the application letters. The embedded moves are found in the sender address, receiver's address, date and in the body of the letter. In the body of the letter, it is found that there are six moves (Kroll, 2003). They are applying for position, including resume, explaining qualification, expressing desire for interview, explaining how to be reached, and express pleasantries. There are also some moves embedded in the move of explain qualification. It means that there are three layers of move in the application letter. The total number of moves including the moves in the body is 35 moves. Below is the example of the moves within moves in the body of the application letter.

Table 2: Moves in the Body

Move codes		Moves	Descriptions
M5.1 Apply for Position	M5.1.1	Position applied	I would like to apply for the post of personal assistant/secretary
	M5.1.2	Source of information	advertised in today's Guardian.
M5.2 Include resume	M5.2	Include resume	
M5.3 Explain: Qualifications	M5-3-1	: skills	x
	M5-3-2	Experiences	As you can see from my curriculum vitae, I have had six years' experience as a personal secretary. Five of these have been in film and television and I am particularly keen to continue working in this industry
	M5-3-3	Personal qualities	x
			I enclosed my curriculum vitae
M5-4		Express desire for interview	and will be available for interview any date after 21 September
M5-5		Explain how to be reached	and able to take up a new appointment from 1 October.
M5-6		Express pleasantries	I look forward to your reply

(adapted from Kroll:1993, Wilson:1987 & Ashley: 1984)

### **Kinds of moves used in the Application Letters sent to**

From the analysis, it was found that there were three levels of moves used in an application letter. According to the theory, the first moves consist of 9 moves and they become 27 moves at the second level. This is because there are moves in each move such as sender's address, date, inside address and body of the letters. The number of moves increases to 35 moves in the third level because there are also additional moves in the body of the application letters. Thus there are moves within moves. The number of

moves found in the application letters at the first level was 12 and became 35 moves at the second level and 43 moves in the third level. Although twelve moves were found at the first level but all application letters had incomplete moves. None of them had the twelve moves together in one letter. Some of them had nine moves but they did not use all moves which must be used in an application letter and on the other hand they applied some moves which are not commonly used.

### **Title**

There is no move of title in the text of the application letter. However, from the analysis, it was found that there were four application letters or 30.77% letters used the title 'application letter' and put it in move one (M1). This might be because the writers used an example of an application letter taken from the textbook where the title written in the book is used for giving a sign of the topic discussed to make it different from other topics discussed in the book. Another reason is that they made assumption that the format of the letter is similar to memo. This argument is also based on the way of writing the other moves which were similar to the moves found in memo. In business letters, the title usually appears as subject title, but the position of the move of subject title was after salutation or and it was not as the beginning move in any business letters.

### **Sender's Address**

A sender's address is known as a letterhead and it is the first move (M1) in the application letter. Based on the analysis, the senders' addresses in the application letters were typed. There were only 61.54% letters using this move. It means that 38.46% did not use this move. There were two kinds of moves used, giving address for receiving the reply by post and giving only e-mail address and phone number. From seven letters using the move of sender's address, 28.57% letters gave addresses which can be reached by post, e-mail and/or telephone and the addresses which could be reached only by e-mail or phone are 57.15%. 14.29% applicants chose to be contacted by post and/or telephone. We can see that 53.85% from thirteen application letters used senders name in their letters. 30.77% of letters had it in M1, 23.07% of letters had it in M9. This is because the difference in style between letters written in Indonesian and in English and also the different format used between letters sent by e-mail and letters sent by post. All formal letters written in English sent by post put sender address at the top of the letter as M-1 whether it is printed letterhead, typed or handwritten sender address. The rule of writing of sender's address proposed in the theory presented in this study is without sender's name. Therefore the letters which had the moves of senders address at the top of the letter is appropriate with the theory used in this study but using the name in their address are not suitable with the moves within move. The other letters which had the position of the senders' address at the bottom of the letters as the last move are also not appropriate because the sender's address put in the last move only found in the application letter sent by e-mail. Thus it can be said that there is no application letter fulfill the requirement of using appropriate moves in M1 for an application letter sent by post.

### **Date**

According to the theory, date is positioned in M2 which has three moves; date, month and year. From the analysis, this move had four moves; place with code M3.1, date with code M3.2, month with code M3.3 and year with code M3.4. All letters or 100% letters had the moves of date, month and year in their letters. 61.54% of letters had it in M2 and 38.46% of letters had it in M1. The reason of why the date is in M-1 is could be because of the influence of the Indonesian style in the way of writing a letter where the date is always put at the beginning of the letter or as M1. The move of date and month can be transposed either the first or the second move. And it is correct depend on the style

adopted by the writers. All these application letters put move of month before the date. 46.15% of letters had additional moves of place for Semarang and day for Sunday which are not common used in letters written in English, while the use of ordinal or cardinal number in the written date is applicable.

### **Receiver's Address**

In the analysis, this move was positioned in M4. There were 69.23% of the letters had Receiver's address. 77.77% of them had it in M3 and 22.23% had it in M2. There were some moves within this move giving complete information where the letter should go and the sequences of these moves are fixed. From the theory, there seven moves within this move, however, there were eight moves found in the analysis done on these thirteen letters. The first move (M4.1) was the use of phrase 'to:'. According to the theory the move of phrase 'To:' is not used in writing receiver's address in letters sent by post except in Memo or letters sent by e-mail but 53.85% letters had this move. 28.57% had it in M2.1 and 71.43% had it in M3.1. Only two letters from nine letters which had receiver's address did not have move 'to:'. From the analysis, the next moves used in the letters were only the name of department and the name of the company. Logically, both sender's address and receiver's address must be written completely because they will give the complete information of where the letters should be sent to and the address in the letter and on the envelope must be the same. Thus, if the applicants and the company are in the same province, the moves order must be the name of the department, the name of the company, the name of the street, the name of the city and post code. If these letters only use moves of name of department and the name of the company and it is guaranteed that the letters are never received by the company and if they have been received by the company, it means that they put different address between what it is written on the envelope and in the letter. No application letters had the moves of receiver's address required by the theory or they had less moves than what are required. 30.77% letters did not have receiver's address, 53.85 % only wrote the name of the department and the name of the company, 8,33% only had the name of department, and 8,33% only had the name of company. 53.85% had unnecessary moves because they added move 'to' which should not be within this move.

### **Attention Line**

The attention line used in these application letters was intended to be written as the receiver's address but because it used words 'attention to:' so it became another move (M5) that was the move of attention line which should be different move with receiver's address M4) which was usually found after it. There were four applicants or 30.77% used attention line as moves in their application letters. 75% letters had it in M2 and 25% letters had it in M3.

### **Salutation**

All application letters had a salutation. Based on the theory, this move is positioned in M4. However from the analysis (appendix 3.6) there were only 46.15% letters had it in move 4 while 38.46% had it in M3, and 15.38% had it in M5. Two letters (AL10 and AL11) also had incomplete moves, because Mr./Mrs. should be followed by the name of the receiver. Due to the unknown receivers written in these two letters; HRD PT. Polysindo and PT Polysindo, the salutation must be dear Sir or Madam. AL13 only used move Dear Sir. This might be because the applicant has had known that the receiver was a male.

### **Subject Title**

Subject title is used in writing memo or other business letters. It is used because it provides a further reference, saves introducing the subject in the first paragraph,

immediately draws attention to the topic of the letter, and allows the writer to refer to it throughout the letter. Thus, the move of subject title in application letter sent by post is not commonly used because the letter is obviously known as an application letter except in an application letter sent by e-mail because the moves is already provided by the format of an e-mail and it should be filled in. There were two applicants added this move in their letters or 15.38% of letters had it as M4. The subject title in English is usually known as 're' instead of 'subject' and in writing the subject title the word 're' is also not included in the subject title.

### **Body of the Letter**

From the analysis, it was found that all letters had the move of body of the letter. The number of moves which gave different information in the body of the letter varied from one to another application letter which depends on what information the applicants had to support the purpose of writing this letter which was stated in the first paragraph. Thus the number of moves depends on the availability of the number of issues provided.

There are six moves used in the move of the body of an application letter. The first move with code M5.1 presented the main message of the letter. That was to apply for a post. There were two moves also in this move. The first move with move's code M5.1.1 was the statement of where the information was taken while the second move with move's code M5.1.2 told the reader about the job she/he was looking for. The second move with code M5.2 gave particular information about the applicants. The information usually was a brief summary of CV in which the information given was usually based on the data asked in the advertisement. This move also contains several moves. The moves used in the application letter were name (M5.2.1), age (M5.2.2), marital status (M5.2.3), education (M5.2.4), GPA ((M5.2.5), and other information (M5.2.3). The third move with code M5.3 described qualification of the applicants. There were three moves in this move. The first move with code M5.3.1 gave explanation about the skills. The second move with code M5.3.2 gave explanation about work experiences and the last move with code M5.3.3 gave explanation about personal qualities. The fourth move with code M5.4 was about the desire of being invited for an interview. Move five with code M5.5 explained how to be reach and the last move with code M5.6 talked about the expression of pleasantries. 46.15% had the position of the move according to the theory that was in M5, 38.46% had the move in M4 and 15.38% had the move in M6.

#### **- Apply for position**

The first issue in the body of the application letter which becomes the first move is the purpose of why the applicant is writing the letter. The discourse of English text is stating the point at the first part. The important message will be put at the beginning. Therefore the application letter written in English will start with stating the statement of applying for a job. Besides that, it should be mentioned where the information of the post is taken. From the analysis, it is found that there were two moves within this move (M5.1). They were position applied (M5.1.1) and the source of information of the post (M5.1.2). The position of these two sub moves in one move can be transposed. M5.1.1 can be as 5.1.2 or vice versa. All letters had the move of source of information while only 84.62% had move of position to be applied. 38.46% had it in M4.1, 38.46% had it in M5.1 the same as what it is found in the theory, and 15.38% had it in M6.1. 100% of the applicants had the reference or the source of where they got the information of the post and prefer to put it before the position applied. There were two letters or 15.38% did not have move of giving information of what position he/she wanted to apply.

#### **- Include Resume**

To support the previous move that is to apply for a certain post, the next moves should give specific information why he/she is qualified with the job. The closest move is giving

resume (M5.2). 53.85% letters had it in the same position with the theory that was in M5, 30.77% letters had it in M4 and 15.38% letters had it in M6. The most important information is the education, so this move accounts for 100%, GPA also plays important role in convincing the employer, that is why it also had big percentage of 92.31%. Age is in the third position which was 84.62% followed by name for 76.92%, marital status for 38.46% and health for 23.07%.

- Qualifications

After giving information of self identity, the next moves which give facts about the applicants are giving information about the qualification. Based on the analysis done (appendix 3.10) this qualification consists of three moves. They were skills and/or competences the applicants may have (M5.3.1), experiences (M5.3.2) and personal qualities (M5.3.3). There were only 61.54% letters had the move of skills, 69.23% letters had the move of experiences but 100% letters had the move of personal qualities. It is easy to have the move of personal qualities because it does not need any documents to prove. On the other hand, the information of skills possessed by the applicants should be proved by certificate(s) which is usually gained from informal education such as courses. If there is no document to prove so it becomes opinion and it should be put in personal qualities (M5.3.3). There were eight letters or 61.54% letters mentioned the skills although the choice of statements was not appropriate because they were confusing whether they can be proved by documents or not. It might be better if they used a statement 'I have TOEFL score 450' rather than 'I am good at English' or I have I have computer literacy such as Microsoft Office, ChemCad, And Matlab and the documents are enclosed. Some letters had statements which they assumed to be skills such as 'During my studies, I have many knowledge and skills that I offer to give the best benefit for your company' or 'I have good interaction and communication skills' but actually it seems that it was only the applicant's opinion because it was difficult to have documents to prove that. Some letters did not mention any skills in their letter.

- Ask for a pity

According to the theory proposed by Kroll (2003), there is no move of ask for a pity for application letter written in US which is represented the English culture. It is only found in letters written by Asian. From the result of the analysis, it was found that 76.97% letters had this move. Moreover, 23.08 % applicants mentioned it more than once in different paragraphs. Although they belong to one move but they were mentioned several times, repeated and put them in different paragraphs. 60% letters had it in M5 and 40% had it in M4.

- Express desire for interview

The purpose of sending an application letter is actually to be considered for an interview. Therefore, it is necessary to have the move of expressing desire for being invited to the interview. From the analysis, it was found that there were only 69.23% letters had this move and 30.77% letters did not have this move. 55.55% letters had it in M5, 22.22% had it in M6, and 22.22% had it in M4.

- Explain how to be reached

Most Indonesians seldom use expression to ask for a favour in a letter, especially to a stranger, moreover to an institution or a company. On the other hand, it is easy to find letters especially application letters containing statement of explaining how to be reached. Because of globalization, Indonesians tend to be open minded and to the point. The result of the analysis, there were 38.46% application letters had this move and there were two letters which stated that they could be contacted by phone or email

to arrange of interview while they did not give their phone or email address or even their home address in their letters in M1. The other three letters had this move to underline that they only gave phone or email address in their letters instead of full address. Only 1 letter had this move in M5, two letters had in M6 and M4.

- State the Enclosure

Stating the enclosure is commonly used in business letters and in an application letter although it is not stated in the moves proposed by Kroll (2003). The reason why it is not suggested is that there is an area of enclosure in a letter using English style. It is at the end of the letter after signature area, so it will not be doubled. 92.31% of these application letters had this move (appendix 3.14). 33.33% letters applied this move in different paragraph although they had the same meaning.

- Express pleasantries

Express pleasantries can mean a lot in easing the tension and having a constructive communication. In a letter, the closing statement usually used is 'I am looking forward for your reply' or 'I am looking forward to hearing good news from you' or other similar expressions used suit to the formal letters styles. Thanking is also another expression of pleasantries. 76.97% letters had the move of expression of pleasantries (appendix 3.15). The position of this move in the application letters varies. 50% had it in M5, 30% had it in M4 and 20% had it in M6.

### **Complimentary Close**

From the analysis, it was shown that all applicants or 100% letters used this move in their letter, although variation in the phrases chosen was found because the different style applied according to different culture. The dynamic nature of the text chosen in this move is happened in the nature of a text. 61.54% letters had it in M6, 23.08% had it in M5 and 15.38 had it in M7.

### **Signature**

There were 53.85% letters had the move of signature and 46.15% letter did not have this move. 71.43% had it in M7 while the rest is in M6 (Appendix 3.17). 85.71% had it in M7 and 14.28% had it in M6.

### **Sender's Name**

The Sender's name must be typed after handwritten signature because giving signature can be confusing. All application letters whether had signature or not, they had this move. Because they are formal letters, the complete name was written in this move. 15.38% used the academic title. One applicant abbreviated the name which was only allowed for first or second name and not for the last name in formal letter. 23.07% had it in M6, 23.07% had it in M7 and 53.86% had it in M8.

### **Enclosure**

If there are any enclosures, e.g. Curriculum vitae, certificates, etc with the letter, these may be mentioned in the body of the letter but they also should be written as enc. at the bottom of the letter. It can be written only the number of the documents or they are listed if there are some. Stating the number is to make easy for the receiver to identify how many documents are enclosed together with the covering letter. 92.31% applicants mentioned it in the body of the letter that they were enclosing documents, however there was no move of enclosure (M9) found in all application letters.

## Sequences of moves in the application letters

All application letters had unclear sequence. There were six letters (AL 1, AL 8, AL 9, AL10, AL11, AL 12) had overlapping moves. Four of them had overlapping moves in names which were found in the sender's address and in the signature area while the other two letters (AL10, AL11) had overlapping moves that was giving the same points in both title and subject title. 76.92% letters were in the correct order but because of some moves were missing, the position of moves were not the same as proposed in the theory which made them have unclear sequence. On the other hand, there were 23.07% letter (AL3, AL10, AL11) had disorder moves because they had it in M1 in M9. The description of the sequence of the moves is presented in table 16 below.

These application letters were written in English by Indonesians. They are from the extended circle which tries to communicate as the communicants in the inner circle while they have cultural experiences which are not the same as the cultural possessed by the communicants in inner circle. This influences the communication products. So, the first finding is the influence of the lack of inner circle cultural competence which makes them use different moves in their application letters. For example, the use of the move for ask for a pity in the body of the application letter is not found in the inner circle culture however it is found in the extended circle, in this case in Asian. Due to the function of English as a lingua Franca and the regional uses of English increased, it becomes more localized. Thus this move could be acceptable. This situation supports the term of 'glocal' which means going global with local language. The local language is not only at the linguistic level but also at the extra linguistic level. The register used contains global language with local taste. This sociolinguistic reality should be recognized by the professional including companies.

Each person had different competences and different proficiency in various areas and also different knowledge, experience and personal attributes. The differences in these aspects created different ways in writing application letters. For example in writing the moves of date whether date or month come first is the matter of knowledge they had and the styles they were using and familiar with. As stated in the review of research done by Wang that there is a great flexibility in a text which reflects the dynamic nature of genre especially in letters.

However, the localized in linguistic and extra linguistic level or the dynamic nature of genre influence only in small number of moves. Most moves were still in their permanent position wherever they are used to show the characteristic of text typed called application letters which are different from other texts. This text type should have certain moves to fulfill the requirements of giving the appropriate information to apply for a job. Thus the cases of using the unclear sequences of moves and the incomplete moves according to the format of moves used in an application letter written in English were not acceptable and these might be produced by the lack of knowledge of the applicants about the presentation of an application letter.

## Conclusion

There are three kinds of moves found both in the theory and in the application letters; moves as the first level, moves at the second level and moves at the third level. In other words, there are moves within moves. The number of moves found in the application letters at the first level was 12 and became 35 moves at the second level and 43 moves in the third level. Thus there were 8 additional moves in the application letters compare to moves proposed by the theory. The dominant moves used at the first level which account for 100% were date, salutation, body of the letter, complimentary close and sender's name. The dominant missing moves were the enclosures which accounted for 100%, sender's address (46.15%) receiver's address (30.77%), and signature (46.15%). All application letters had unclear sequences which caused by overlapping moves, missing

moves and disorder moves. The unclear sequence were associated with the share knowledge of working culture and culture in general which created the same perspectives in some moves and also different perspectives in other moves with the English genre community.

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