

ALSA INDONESIA CAREER GUIDELINE

ALSA National Chapter Indonesia 2021-2022

in collaboration with

Dewi Negara Fachri & Partners

(in association with Hogan Lovells)

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Chief Officer of Legal Training and Internship
ALSA National Chapter Indonesia 2021-2022

**Asian Law Students' Association
National Chapter Indonesia**

Assalamualaikum Wr. Wb.,
Shalom,
Om swastiastu,
Namo Buddhaya,
Greetings to everyone.

First and foremost, I would like to praise and thank the Almighty God, who has granted countless blessings, knowledge, and opportunities for each and every one of us. It is with His blessings that enables us to unite under this prominent organization. ALSA Indonesia as one of the National Chapters under ALSA International, comprises 14 members of Local Chapters from reputable universities across Indonesia. It aims to edify members' knowledge and skills, nurture future connections and provide a boundless benefit for its members of their future prospects. Further to cast the primal role of members to plan and to provide an impactful course of actions towards the society and government. It has been manifesting its core values: legally skilled, academically committed, socially responsible and internationally minded, by enabling each member and the society to understand the diversity of legal system, culture, and human characteristics from various jurisdictions.

In connection with our purpose as an organization to provide loads of sustainable benefits for our members, we proudly present to the readers, ALSA Indonesia Career Guideline in collaboration with Hogan Lovells Dewi Negara Fachri & Partners (DNFP) Law Firm. This guideline will surely allow the readers to acknowledge more in regards to the important details before applying into a firm or institution. It also provides us with extensive knowledge in regards to the tips and tricks in enriching our preparation to pursue a career ahead. More specifically, this guideline will be able to assist all readers to prepare the finest Cover Letter and Motivational Letter to prepare before pursuing a career.

We are beyond proud to have this opportunity and knowledge given to us by one of the most prominent and prestigious law firms in Indonesia, Hogan Lovells Dewi Negara Fachri & Partners (DNFP) Law Firm.

I am proud to welcome the readers to comprehend and enjoy this guideline and I hope that this guideline could serve as an insightful source of knowledge to educate and support everyone's career journey.

ALSA, Always be One!

Wassalamualaikum Wr. Wb.,
Shalom,
Om Shanti Shanti Shanti Om,
Namo Buddhaya,



Sena Britantoro Ramadhan Suditomo
President of ALSA NC Indonesia
Period 2021-2022

Hi law students,

Welcome to the 2022 ALSA Indonesia Career Guidelines in cooperation with Hogan Lovells DNFP.

Finding your own path might be challenging. Courage and perseverance must be upheld within the process. From deciding what and where you want to pursue your career, until when you have been accepted in your dream office.

A detailed and correct application is important for your application to be successful. Indeed, preparing the documents is somehow very tricky. You need to pay a thorough attention on the documents before they are submitted.

Hopefully, the knowledge we have shared in this Guideline will help you in getting your dream job.

Best wishes,



I. COVER LETTER

A Cover Letter is a written document commonly submitted with a job application outlining the applicant's credentials and interest in the open position. Perhaps one of the most challenging parts of the job application process is writing an outstanding Cover Letter. It is your best chance of **getting the good first impression and attention** from the HR (Human Resources) person or hiring manager and an important opportunity to distinguish yourself from others. Generally, a Cover Letter is one of an included document that will be sent to the potential employers, a well or poorly-written letter can impact whether the applicant will be called in for an interview.

Merriam-Webster Dictionaries provide the meaning of Cover Letter as follows:¹

"a letter that is sent with something to explain the reason for it or to give more information about it"

Cover Letter is a summary of an individual's education and work experiences to show the applicant's potential in 1 or 2 pages (preferably in English). In Indonesia, we usually use Curriculum Vitae or known as CV or Résumé as our generally-compulsory document for job applications along with other supporting documents or portfolios. It is better to include a Cover Letter with your CV or Résumé.

Create a Cover Letter

Before you start writing, make sure you know how to write a Cover Letter in a way showing you that **you are the best suited candidate for the job**. A Cover Letter does not have any fixed form because **it depends upon the institution you are applying for, the job requirements, and the highlights of experiences you have**. However, there are several things we suggest you elaborate and emphasize it in your Cover Letter, such as inter alia:

a. Educational Background

For fresh graduates, it would be better to include which university you graduated from and **followed by stating your Grade Point Average (GPA)**. It is a **MUST** to include your graduation predicate: Cum Laude, Magna Cum Laude, or Summa Cum Laude, if you have.

b. Work Experiences / Organizational Experiences

Although most fresh graduates have not had any professional work experiences yet, they can still be able to show their potential by emphasizing or clearly mentioning in their CV in regards to their active involvement in organization activities/faculty events which might be needed for or in line with the job or current business goals of the institution you are applying for. You are recommended to state your professional experiences, such as **work experiences, internship experiences, voluntary experiences, etc. if possible**.

c. Achievements and Skills

It is mandatory that you state the most relevant attributes and experiences you possess which specifically match the job you are applying for. Bear it in mind to highlight the attributes and experiences which are most relevant to the job.

d. Other Information / Experiences

Things that are not listed in your CV can be listed here. You can briefly explain about the added value that you can provide for the institution. Your Cover Letter should convey to prospective employer(s) that your educational background and your active involvement in organization activities/faculty events will be suitable for the job.

¹"Cover letter." Merriam-Webster.com Dictionary, Merriam-Webster, <https://www.merriam-webster.com/dictionary/cover%20letter>. Accessed 25 Jan. 2022.

Your Cover Letter also serves as a sample of your writing and communication skills. For this reason, it is essential to spend time writing and organizing the content, and to **proofread it carefully**. The time and care that you devote to constructing and writing your Cover Letter and résumé will demonstrate to the prospective employer that you are capable of producing high quality of work. Should you apply for a lawyer vacant position in a law firm, in order to have your CV attracted their attention, please ensure you to **highlight specific soft skills** and your “outstanding value” in your CV such as advanced English fluency, organizational experiences, excellent technological skills, etc. that are substantially required for becoming an excellent employee.

Most institutions now use an online application system that does not allow submitting a Cover Letter. You should be able to figure out how to include your **“best selling points”** or your outstanding GPA as those described in your CV, given the fact some systems only allow for data to be entered into specific boxes. In these cases, use the given format to demonstrate in such a way your skills and educational background required for the job and show your enthusiasm for the role. If possible, please consult with someone who can give you some hints on how to best fill in the given boxes.

A Cover Letter is commonly made of the following four parts:

1. **Salutation** : A professional greeting that addresses the hiring manager by name.
2. **Introduction** : An attention-grabbing opening paragraph that introduces yourself and your intention to apply for the open role.
3. **Body paragraph(s)**: One or two paragraphs describing your relevant professional experience, most relevant achievements, skills, and education.
4. **Closing paragraph**: A Cover Letter ending that contains a call to action (CTA), expecting the hiring manager to give you a favourable reply or an interview.

The Cover Letter example below describes how to write each of these key sections:²

[dated]

Salutation

Dear [Hiring Manager's Name],

Alternatively: Dear Sir/Madam,

Dear Sir: [American Style with (:) colon.
British Style with (,) comma]

Opening Paragraph (Introduction)

Your cover letter opening should contain a self introduction. Write about who you are, where your expertise lies, where you found the job posting, and why you want to apply for the job.

Body Paragraphs

The second paragraph of your cover letter should respond directly to the job description written by the hiring manager. Describe how your previous job experiences, skills, and abilities will help you meet the institution's needs. To make that easier, you should include exact words and phrases from the job descriptions in your cover letter.

- You can include a bulleted list of your accomplishments
- Make sure to use numbers or percentages to emphasize your bullet points (e.g. Increased online revenue by 13%).

Do some research about the institution and find out what their current activities and goals are. Explain how you can help them achieve those goals.

Give **highlights on specific soft skills** and your “outstanding value” such as advanced English fluency, organizational experiences, excellent technological skills, etc. that are substantially required for becoming an excellent employee.

Closing Paragraph

Your cover letter closing is the call-to-action portion of your cover letter. Inform the hiring manager that you would love to go in for an interview. Provide your email address or other contact details to reach you out. Thank them for spending their time reading your cover letter.

Sincerely yours, [OR: Yours sincerely,]
Your Name

General Principles to Remember

Do's:	Don'ts:
<ul style="list-style-type: none">• Have a strong opening statement that makes it clear why you want the job and what you can bring to the table.• Well organized, concise, or easy to skim.• Be brief, a hiring manager should be able to read your letter at a glance.• Give a short glance about where you found the job (e.g. Institution's website, LinkedIn, etc.)• Put your GPA and graduation predicate.• Explain your personal soft skills that can be useful for the job.• Express your interest in being able to fill the required position in the job vacancy.• Make it simple, no need to make a colorful Cover Letter, and make sure it is eligible.	<ul style="list-style-type: none">• Send a generic Cover Letter (must customize each one for the specific job).• Consist of any grammatical errors.• Not tailored to the position or industry.• Written in Bahasa Indonesia (many companies prefer to read a Cover Letter that is written in English)• Go overboard with flattery, just be professional and mature.• Use slang or colloquialisms.• Incorrect institution name.• Misstate the required position at job vacancy.• Put too much color on the Cover Letter (black and white will be preferred).

What the Experts Say

"It doesn't need to be lengthy, the important thing is that it's concise, good and the purpose of sending the cover letter is as an opening file for other files such as academic transcripts and Curriculum Vitae. Therefore, it is very important to use perfect English grammar in cover letters."



Chalid Louis Heyder, S.H.
Office Managing Partner
at Hogan Lovells DNFP Jakarta



"No need to make your cover letter colorful. Just make sure you use proper cover letter format to ensure that your cover letter is legible and professional."

Dyah Ayu Paramita, S.H., LL.M., MCI Arb.
Senior Associate
at Hogan Lovells DNFP Jakarta

Pro Tips

Documents are converted correctly into a .pdf format

Be sure that your formatting translated properly if converted to a .pdf

A simple, focused Cover Letter without any typos or grammatical errors will get you noticed by potential employers.

Sample Cover Letter

(Sample of Professional Cover Letter from **Harvard Extension School**, Resumes and Cover Letters: An Extension School Resource)

SAMPLE COVER LETTER

February 21, 2021

Liza Wideman
Recruiting Coordinator
Great Strategy Consulting Firm
200 Shell Fish Blvd, Suite 199
San Francisco, CA 94080

Dear Liza Wideman:

I am writing to express my interest in securing an Associate position at Great Strategy Consulting Firm. I am a Master of Liberal Arts degree candidate at Harvard Extension School, specializing in Information Technology. I come from a solid technical background with a strong interest in business and a passion towards strategy. My area of focus and interest varies from quantitative analysis to project management. I have maintained a 3.95 GPA through a well-balanced program of study, which is not only very analytical and technical by nature but also helps to build leadership and team building qualities. I am extremely impressed with Great Strategy's approach to strategy consulting, especially within the Business Development and Innovation practice areas. I believe my academic background, business knowledge and industry experiences have provided me with the credentials needed to thrive as an Associate.

Prior to Harvard, I worked as a technology professional, primarily resolving strategic issues related to technology process improvement. I gained solid research, analytical and problem solving skills while working in Fortune 500 companies. My background in generating innovative ideas and strategies to improve processes has provided me with a deeper understanding of multifaceted problems that companies encounter in their daily operations. Moreover, because of my work experiences, I fully understand how important it is to have great team dynamics in today's multi-disciplinary business environment.

To date, my experience as an IT professional has been extremely rewarding and productive. However, it is through strategy consulting that I can use my analytical aptitude and creative problem solving skills to their fullest. I strongly believe that consulting is a discipline that will force me to view problems not only from the client's standpoint but also from a marketplace, best practices and "think out of the box" point of views.

I would appreciate the opportunity to interview with Great Strategy Consulting Firm for the Associate position. Please find enclosed my resume for your review. I can be reached via email at jacob.mclean@post.harvard.edu or by phone at (617) 555-3456. I enthusiastically look forward to hearing from you soon.

Thank you for your time and consideration.

Sincerely,

Jacob A. McLean

(Sample of Professional Cover Letter from **Dyah Ayu Paramita, S.H., LL.M., MCIArb.**, Senior Associate at Hogan Lovells DNFP Jakarta)

Dyah Paramita

Jl. Tiong 2A, Block B No. 7 • South Jakarta, DKI 12920 • Phone: +62 811 227 055 • E-Mail: dyah.paramita@me.com

To:
MR. IBNU FAJAR RAMADHAN
HISWARA BUNJAMIN TANDJUNG
23rd Floor, Gedung BRI II
Jl. Jend. Sudirman Kav 44-46
Jakarta 10210, Indonesia

Dear Sir or Madam:

My name is Dyah Ayu Paramita, and I am currently a Junior Associate at Assegaf Hamzah & Partners. Through this letter, I would like to inquire about the opportunity to join your firm as a Junior Associate.

Prior to joining Assegaf Hamzah & Partners, I had completed an internship at Bahar & Partners and I was involved in the Governance and Business Competition Practice Group and Information Technology and Transportation Practice Group.

As for my time in Assegaf Hamzah & Partners, I have gained a lot of experience both in Corporate and Litigation Practices. In the corporate practices, I was involved in a bond issuance of a major food producer company and a merger of one of the biggest cement company in Indonesia with its subsidiary, both related to Capital Market filing at BAPEPAM and it had deepened my knowledge in capital market due diligence, offering circular review, and prospectus review. In the litigation practice, where I was having the most exposure, I was involved in a tort case related to a foreign investment, breach of contract case related to mining practices, competition case related to offshore merger/acquisition, administrative claim related to an administrative decree upon a major energy company, as well as aviation cases related to the damages for air-crash victims, and other cases.

Aside from the litigation, I also experienced in the dispute settlement practices, i.e. negotiation between parties in dispute related to a property company and its suppliers, drafting release and discharge statement for a settlement offer, drafting deed of settlement (*acte van dading*), and I still eager to improve my ability and contribute at your firm. Currently, I have a temporary advocate license as I passed the bar exam in December 2011.

I consider Hiswara Bunjamin Tandjung as a law firm that I see as a place where I can grow and extend my career at.

I am looking forward to hear from you.

Thank you for your attention and consideration.

Sincerely yours,

Dyah Ayu Paramita

II. MOTIVATION LETTER

A Motivation Letter is a document detailing your professional skills and reasons for applying for a course of study, a scholarship or volunteer job. This letter accompanies your application and acts as a supporting document, such as a transcript of your grades or a résumé. The main difference between a Motivation Letter and a Cover Letter is that a Motivation Letter is usually used when enrolling to a university, to an internship programme, to a non-profit organization for voluntary work etc. You **have to explain why you are interested in the specific activity**, your motives, why you want to study or attend the programme, why you choose the specific university or programme etc. On the other hand, a Cover Letter is particularly **used when you are applying for a vacant job position**. Generally, Cover Letters are sent to the recipients followed by your detailed CV. Cover Letter is much more simple than a Motivation Letter, it acts to show the applicant's potential in just a single page.

Simply put, a Motivation Letter is a mini-essay that states the reason for your application to that specific institute (be it for educational purposes or for a job). A "Motivation Letter" can also be considered as a "personal statement", "statement of purpose", or some variation of it. They all have the same purpose which is **to persuade the selection committee to admit you as their latest addition**.

Motivation Letters are **not commonly used** for paid job applications, which are typically accompanied by Cover Letters. Motivation Letter could accompany university, scholarship, internship and volunteer job applications.

Create a Motivation Letter

Before you start writing, make sure you work through the steps to make yours the best possible. A Motivation Letter does not have any mandatory form because it **depends on the institution or university you are applying for**. However, allowing plenty of time to write your Motivation Letter ensures you to include all the necessary contents and follow each important step, includes the following:

a. Write an outline

Write a point-form outline noting the content of your Motivation Letter and its order. Write points covering the following topics:

- Why do you want to study the course or volunteer with the program?
- Your skills or qualities that will benefit the school, organization or institution.
- Why are you interested in the school, organization or institution that you are applying to?

Think critically about whether you are including all relevant details.

A Motivation Letter for a Ph.D. program will need more details about your experiences and specific future plans than a Motivation Letter for a bachelor's program.

b. Write an introduction

Your introduction should capture your recipient's attention and encourage them to read on, so include details about your achievements in this section.

c. Expand your outline for your body

Expand the points in your outline to form your Motivation Letter's body. Take a new paragraph for every new topic. Remember, **your Motivation Letter aims to convince your recipient of your value**, so use compelling facts to be persuasive.

d. Conclude your Motivation Letter

Write a conclusion to your Motivation Letter that summarizes your goals and leaves a positive final impression. You should also thank your recipient for considering your application and encourage them to contact you if they have any questions.

e. Proofread your Motivation Letter

Proofread your Motivation Letter to make it more concise and professional. Correct any spelling and grammatical errors and awkward phrasing. **Edit information already listed before**, in your application form or resume to ensure your Motivation Letter contains only unique information.

A motivation letter is the only chance for the selection committee to get to know you as a person, not just for the awards or the internships you have scored and listed on your CV. It is the best way to convey your personality, which they could use to assess your compatibility with the institution you have applied for.

By submitting a motivation letter that represents your personality well, the committee would be able to see a side of you they would not have access to otherwise.

Accessible language that readers can easily understand is best for Motivation Letters. Write short, active sentences that cannot be misinterpreted. Write about your personal strengths, rather than your challenges or limitations. Writing about your strengths helps the recipients of your Motivation Letters understand your value to their organization.

Your interests, feelings and perspectives are unique, so writing about them is a good way to separate your letter from others. Write in a natural voice that reflects how you would speak to your recipient if they were in a room with you. Include interesting details that help your Motivation Letter stand out from others. Humor can be misinterpreted, so opt for a more serious tone.

General Principles to Remember

Do's:	Don'ts:
<ul style="list-style-type: none">• Have a strong opening statement that makes it clear why you want the job and what you can bring to the table.• Well organized, concise, or easy to skim.• Be brief, a hiring manager should be able to read your letter at a glance.• Make it simple, no need to make a colorful Motivation Letter, and make sure it is eligible.• Write approximately 1/2 to one page of text with a basic 12-point font, such as Times New Roman or Arial.	<ul style="list-style-type: none">• Consist of any grammatical errors.• Written in Bahasa Indonesia (many companies prefer to read a Motivation Letter that is written in English)• Use slang or colloquialisms.• Incorrect institution or university name.• Put too much color on the Motivation Letter (black and white will be preferred).

What the Experts Say

“Sometimes with motivation letter, we need to know whether the person who is applying for an eligible position is really pursuing this law firm or is it just a stepping stone for them (to what extent can this person be suitable as a lawyer or are they actually more suited as an academic/activist)”



Dyah Ayu Paramita, S.H., LL.M., MCI Arb.

Senior Associate
at Hogan Lovells DNFP Jakarta



Anisa Alifia, S.H.

Trainee Associate
at Hogan Lovells DNFP Jakarta

“Some law firms still ask for motivation letters as a requirement (they want to know what challenges we have faced so far, and how we can solve them). Just make sure that we need to emphasize the contents of the motivation letter with the intended law firm.”

“Make sure to write all the required documents in English. We have so much applicants and need to see who is the most suitable for our position, so all the documents must be simple.”

Veronika Kansil

Office Manager
at Hogan Lovells DNFP Jakarta

Pro Tips

Attach any Letters of Recommendation

The most useful recommendations come from college professors familiar with your work as a student, or you can put your letters from your former employers. Recommenders should be aware of where you will be applying and of your academic and professional goals.

Sample Motivation Letter

(Sample of Motivation Letter from **International Hellenic University**, The Careers Office: Example of a Motivation Letter)

Dear Sir or Madam:

With this letter, I would like to express my interest in studying at the University of XY as an Erasmus student.

I am currently studying a Master's Degree programme in Regional Geography at the ABC University in London. Having looked through the materials of the Foreign Department of my university, I was very delighted to find the opportunity to spend one semester learning geography at the University of XY. I have decided to apply for this programme because I am sure it would strongly enrich my future studies and help me in my prospective career. Moreover I consider this programme as a great opportunity to get in touch with British culture and educational system. Last but not least, I am very curious about different approaches to the geography at the foreign university.

I have chosen to apply for University of XY, because I really like its module system of study. I specially appreciate the wide range of offered modules and the freedom in making your study plan. Many of the modules offered are unique for me, because there is no equivalent at my home university. Very important for me is also an "Excellent" rating for teaching of the Geography department and the overall friendly atmosphere at both the university as well as the city. The third main reason why I have chosen XY is its Urban and Regional Policy Research Institute. It specializes in interdisciplinary research on key regional and urban policy issues, which is the field of geography very familiar to me.

During my prior studies I have found out, that I would like to specialize in Urban and Transport Geography. The University of XY gives me a chance to get in touch with these subjects through modules from both Department of Geography and Department of Town and Regional Planning. In my last year at the ABC University I worked on an empirical study with main focus on transportation costs of suburbanisation and urban sprawl. I really liked my project and I am keen to continue in it. I would like to use my stay in XY for further developing my skills in empirical research and starting working on my diploma project. The possibilities that gives me University of XY further expand those at my home university. I would take modules focusing on Transport and Urban geography and European Studies.

I would very much like to spend one semester at the University of XY. This would give me a chance to deepen my geographical knowledge in the inspiring, creative, and cosmopolite environment of one of the largest British universities. Furthermore I could improve my English and increase my confidence in passing the TOEFL examinations after I return. Moreover, I am confident that my experience in London would be extremely exciting, fun, and valuable for both my studies and overall general development.

Thank you for considering my request. I look forward to your positive response.

Yours faithfully,

Suzan Parent

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