



RESEARCH PAPER**A Genre Analysis of Strategies adopted by Pakistani Graduates in Job Application Letters**

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ABSTRACT

The genre of job application letters is currently gaining attention in the field, with limited research in the context of Pakistan. The primary objective of this study was to examine the tactics utilized by graduates from Pakistan in their letters of employment application. The study employed a mixed methods technique to examine the frequency of moves as identified in Bhatia's (1993) model. A sample of ten job application letters was obtained from recent graduates of Government College University Faisalabad using the technique of convenient sampling. The findings of the analysis indicate that a significant proportion of the participants employed a majority of the strategies outlined in Bhatia's model. These strategies encompassed Establishing Credentials, Introducing the Candidature, Enclosing Documents, Soliciting Responses, and Ending Politely. Nevertheless, several observations were made. The majority of participants utilized incentives. This study emphasizes the need to comprehend fundamental communicative strategies to compose job application letters that are impactful.

KEYWORDS

Bhatia's Model, Communicative Strategies, Genre, Graduates, Job Application Letters

Introduction

After completing their undergraduate studies, college freshmen commence the process of seeking employment. These individuals, being novices in the professional realm, possess limited experience in the art of composing application letters. Paramasivam and Rahim (2016) emphasize the pivotal significance that resumes and cover letters contain in the process of obtaining employment. These documents fulfill separate yet complementary roles. The formal business correspondence, and application letter, serve to convey the candidate's keen interest in a particular position and provide an introduction to the accompanying resume. The letter's capacity to not only provide clarification on resume particulars but also illustrate the applicant's qualifications in relation to the job prerequisites is underscored by Bhatia (1993). Moreover, a great deal of scholarly investigation has been devoted to scrutinizing application letters using the "promotional moves analysis structure" proposed by Bhatia (1993) (Nahar, 2013; Rahim & Arifin, 2014). To assess the linguistic components of the application, written correspondence from candidates is required in the different sections comprising this framework (Rasmussen & Engberg, 2017; Vergaro, 2004). The formulaic nature of a job application letter is due to its

inherent structure, which consists of a predetermined sequence of actions. The capacity for prediction facilitates the recognition of recurring tactics and a consistent structure.

The present study examines the cover letters of job applications composed by Pakistani ESL graduates who had recently graduated and were actively pursuing employment. As a result, the structure of rhetorical moves utilized in the job application letters of recent graduates will be the subject of this study. The purpose of this analysis is to clarify how these authors utilize this framework to accomplish their main goal, which is to obtain an interview. Moreover, the inquiry will examine the degree to which these letters of application diverge from the established generic format. The fundamental justification for directing attention towards these "novice" writers is to analyze their organizational abilities in rhetoric, specifically their utilization of persuasive and promotional techniques in their application letters, while they are still in the early stages of their professional development. The assessment ascertains the extent of control demonstrated by these authors in maintaining the generic structure, or in contrast, the absence of such control. The study utilizes Bhatia's (1993) model of move analysis to achieve this objective.

Literature Review

Discourse analysis, an expansive discipline, has produced a multitude of methodologies for scrutinizing language usage that extend beyond the analysis of individual sentences. Bhatia (1993:5) delineates four parameters that define the progression of discourse analysis within the realm of applied linguistics: genre analysis, grammatical-rhetorical analysis, register analysis, and interactional analysis. Genres are means by which social goals and objectives are accomplished using linguistic components. According to Miller (1984), genre can be defined as a recurring social action that typically appears in rhetorical social contexts and is anchored in "community actions." As seen from this vantage point, a genre functions as a mechanism to achieve societal objectives and purposes by means of language.

Swales (1990) defines a genre as a type of discourse that is distinguished by the "structure, style, content, and intended audience" (p. 8), all of which are utilized by a specific discourse community. His emphasis is on the communicative function as the paramount standard for distinguishing genres. According to Swales (1990), individuals who are part of a specialized discourse community have the requisite knowledge and expertise to understand the function and conceptual framework of a particular genre. Swales (1990) underscored the conventionalized and intrinsically structured characteristics of genres. Put simply, genres are regulated by intrinsic limitations; any substantial departure from this inflexible internal structure would amount to a breach of the generic code. According to Swales (1990), a genre can be defined as a sequence of actions, wherein each move serves a distinct function and accomplishes a specific objective within the text. A move is a textual segment consisting of a collection of linguistic characteristics that communicate a cohesive orientation and indicate the discourse content contained within that segment, according to Nwogu (1997). Every individual move is regarded as comprising several constituent elements or positions that merge in discernible ways to form the information that the move communicates (p. 122). As a result, movements are intrinsically functional; every move serves a distinct communicative function and contributes to the genre's overarching communicative aim. Moreover, rhetorical options, which are essentially strategies or actions at the writer's disposal to convey an idea in a specific manner (Henry & Roseberry, 2001; Bhatia, 1993), are utilized to execute movements.

According to Bhatia (1993), the schematic structure of job application letters can be described as follows: 1) Establishing credentials, 2) Introducing the candidate, 3) Offering incentives, 4) Enclosing documents, 5) Using pressure tactics, 6) Soliciting response and 7) Ending politely. This structure provides writers of job application letters with a rhetorical framework to employ. Nevertheless, according to Bhatia (1993), strict adherence to all seven movements or their precise sequence is not obligatory. Put simply, authors have some autonomy when it comes to choosing and organizing devices so that they most effectively serve their intended purpose of communication. However, specific manoeuvres are deemed indispensable and should not be excluded from the letter, given their crucial function in attaining the intended communicative objective. It is worth noting that sales promotion letters incorporate near-universal transitions such as "Introducing the offer," "Soliciting response," and "Ending politely" as mandatory components. As a result, these actions are categorized as "mandatory," whereas the remaining actions are considered "discretionary" (Bhatia, 1993). The movements in question are described and illustrated with examples in Table 1.

Table 1
Bhatia's (1993) model of move analysis

Moves	Description	Example
Establishing Credentials	Highlights the applicant's qualifications and suitability for the position	Due to my extensive knowledge and experience in database management and computer science, I am an exceptionally qualified candidate for this position.
Introducing the Candidature	Introduces the applicant's interest in the position	With unwavering certainty, I assert that my aptitudes and professional background precisely correspond to the stipulations delineated in the employment particulars.
Offering Incentives	Emphasizes the value the applicant can bring to the organization	I believe that my proficiency in (Skill 1) and (Skill 2) would greatly benefit your institute or team.
Enclosing Documents	Informs the reader about the attached resume or other relevant documents	Please locate the attached resume, which provides a comprehensive summary of my qualifications and experience.
Using Pressure Tactics	Uses subtle persuasion to nudge the reader towards a positive response	At your earliest convenience, I am accessible for an interview in light of my intense interest in this opportunity.
Soliciting Response	Explicitly requests an interview or further communication from the reader	Regarding your time and consideration, I appreciate it. Your response is eagerly anticipated.
Ending Politely	Concludes the letter with a courteous closing	Sincerely followed by your name

In their study, Thumngong and Tongpoon-Patanasorn (2019) examined the generic format employed in job application letters composed by applicants from ASEAN member states. The authors also conducted a comparative analysis of the frequently utilized transitions within each country. A classification scheme was utilized, which was derived from prior research. Thirty job application letters were submitted, each authored by five participants representing one of six distinct nationalities. According to the study, job application letters composed by applicants from ASEAN adhere to a universal generic structure that comprises eight prevalent moves. Additionally, the research revealed that specific manoeuvres are employed with greater frequency than others. Although Moves 4, 8, and 7 were utilized in each of the letters analyzed, they were not utilized frequently. Conversely, Moves 5 and 2 were implemented with comparatively lower frequency. In a separate investigation, De Mello et al. (2021) utilized a "moves analysis" approach to examine job application letters authored by Malaysian graduates. The researchers collected data from 25 Malaysian graduates employed by an outsourcing organization located in Kuala Lumpur, Malaysia, to assess the extent to which these letters adhered to the seven

components of the "moves structure" utilized in managing job applications. Further, interviews with five human resource managers representing five distinct organizations were conducted. The results indicate that Malaysian graduates implemented five of the seven strategies outlined in the structure of the steps and had mastered the fundamental format of the cover letter for a job application. Although the majority of applicants neglected to include Move 5 due to the use of pressure tactics, the results indicate that this deviation did not impede the letters' intended communication. By analyzing the cover letters of job applications submitted by Malaysian graduates, this research can assist those seeking employment in honing their communication proficiencies.

Saleem et al. (2019) examined the schematic structure of job application letters composed by native English-speaking university students in the United Kingdom. The objective of the study was to identify the linguistic characteristics, associated strategies, and generic move structure of application letters. In total, thirty-five application letters were examined by the researchers via Bhatia's move analysis model. The findings of the analysis indicated that while the candidates generally adhered to the generic structure commonly found in job applications, they tended to overlook specific customary generic attributes. The most blatant example of the disregard for generic standards was the organizational sequence of numerous movements. The applicants' 'noviceness' is evident from the absence of uniformity in discourse patterns; in contrast to the professional and seasoned writers, they lack the necessary abilities to compose a systematically structured letter of application. Furthermore, Mohamed et al. (2017) analyzed the promotional genre found in job application letters to determine which moves and steps are most frequently employed by Malaysian second-language English writers. An exhaustive examination of the letters was conducted to identify the strategies and procedures used to implement the promotional genre and the messages they served. A comprehensive analysis of the letters' communicative functions and the strategies and procedures used to implement the promotional genre constituted the methodology.

Furthermore, Wijayanti (2017) conducted a study by using a genre analysis theory proposed by Bhatia (1993) to identify move components in a text with different communicative purposes. The corpus consists of 62 job application letters written in Bahasa Indonesia within the period 2012-2014. The samples are categorized based on gender, solicitation status, and the position of an intended recipient. Data analysis was conducted by categorizing move structures based on the communication function and identifying the move's language used. The results show that both solicited and unsolicited letters have different move patterns, especially in terms of their opening and closing moves. The study concludes that for effective teaching of writing application letters, it is necessary to consider the moves and language used in Indonesian application letters. The current study revealed that very few studies have been done to explore the genre analysis of job application letters. More specifically, there are no such studies in the context of Pakistan. Therefore, the present study will contribute to understanding the strategies of Pakistani graduates that they have employed in their job application letters.

Material and Methods

The current investigation utilized a mixed-methods approach, incorporating both qualitative interpretation and quantitative analysis of motion occurrences. The selection of this methodology was based on its capacity to furnish an all-encompassing comprehension of the strategies employed in resumes submitted by Pakistani graduates seeking employment. Through the utilization of Bhatia's (1993) model to quantify the frequency of movements, the research was able to methodically evaluate the prevalence of particular strategies. Following this, qualitative interpretation facilitated a more profound

understanding of the subtleties and efficacy of these strategies. The acquisition of pertinent data was ensured through the implementation of convenient sampling to gather a sample of ten job application letters from recent graduates of a government university. Ethical considerations dominated the research endeavor, specifically with regard to informed consent and confidentiality. Strict measures were taken to ensure the anonymity of participants and the confidentiality of their correspondence. Every data point was managed with sensitivity and a profound regard for privacy. Furthermore, the participants were duly apprised of the study's objectives and granted informed consent regarding the utilization of their job application letters for research intentions.

Results and Discussion

The job application letters are annotated following the move analysis model developed by Bhatia (1993). After functional moves were identified as recurring textual segments within each letter, the corresponding codes for these moves were designated, as detailed in Table 1. After fully identifying every move present in the letters, the analysis of the outcomes followed four distinct paths: (1) examination of the frequency of move occurrences; and (2) identification of moves that were present in the corpus but absent in Bhatia's (1993) move analysis model. (3) a comprehensive classification of movements based on their frequency in the corpus and their corresponding interpretations; and (4) an analysis of the structural patterns exhibited by these moves within the letters. The frequency of each occurrence in the job application letters of the participants is detailed in Table 2. Encoded as M1, M2, and so on, through M7, are the moves. In addition, the encoding of each job application letter begins with P1, followed by P2, and so forth, denoting the participant (P1, P2, etc.). Semantically and pragmatically, the actions were identified in lieu of linguistic indicators. Adopting semantic and pragmatic criteria was necessitated by the fact that the magnitude of movements differs among authors. Their comprehension could only be achieved by means of a phrase, clause, sentence, or even more than two sentences.

Table 2
Moves Analysis of the Job Application Letters

Moves	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10
M1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
M2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
M3	✓	✗	✓	✓	✗	✓	✓	✓	✓	✓
M4	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓
M5	✓	✗	✓	✗	✓	✓	✗	✗	✗	✓
M6	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
M7	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓
Total	7	4	7	6	6	7	6	6	5	7

Table 2 reveals that a mere four participants executed all seven movements. In contrast, one participant utilized five moves while the other utilized four. Moreover, four participants utilized six movements. Table 2 illustrates that out of the ten participants, five did not execute move 5, which pertains to the utilization of the pressure tactic. However, this does not significantly diminish the effectiveness of the job application letter, as Bhatia (1993) states that it is an optional addition. Additionally, it is worth noting that two of the participants neglected to include move 3, which pertains to offering incentives. However, this oversight does not have a significant bearing on the job application, as move 3 was also elective. One participant failed to include move 7, which is Ending Politely and is also required. The applicant proceeded to provide their contact information without terminating their application courteously. The research revealed that the majority of the

respondents believe that incorporating each of these strategies enhanced the effectiveness of their job application letter. Nonetheless, the annotation procedure reveals that the participants employed some moves that are not accounted for in Bhatia's (1993) move analysis model. They were implemented by each of the ten participants and consisted of two distinct movements. The encodings for these moves are M8 and M9, which are detailed in Table 3.

Table 3
Moves not accounted for in Bhatia's (1993) move analysis model

Moves	Description	Example
M8. Opening	Identification of Target reader Salutation	"The Director (ABC) Department (ABC) Institute" "Dear Sir"
M9. Referring to the source of information	to indicate how and/or when the applicant learned about the job position opening	I have come to know through online advertisement that (ABC Institute) is looking for (the post for which applied)

The examples of moves from the job application letters composed by the participants are presented in Table 3. Nevertheless, the classification scheme proposed by Thumngong and Tongpoon-Patanasorn (2019) included these movements. The candidates' utilization of these phrases suggests that they believe that by opening and referencing the source of information, they can enhance the effectiveness of their job application letter. It demonstrates that all applicants comprehend the essential communicative objectives of the job application letter format. Table 4 presents a sequential order of these moves based on their frequency of occurrence, given that the moves listed in Table 3 appeared frequently in every job application letter. Following this, the necessity and impact of these transitions in job application letters are examined.

Table 4
Rhetorical moves in job application letters written by University Students

No	Moves	Total No. of Moves in 10 job applications
1	Opening	10
2	Referring to the Source of Information	10
3	Establishing Credentials	10
4	Introducing the Candidature	10
5	Offering Incentives	8
6	Enclosing Documents	9
7	Using Pressure Tactics	4
8	Soliciting Response	10
9	Ending Politely	9

Move 1: Opening

Opening, the first move, aptly named, serves as the initial element of the genre and functions to identify and address the intended recipient respectfully and courteously. This can be achieved through salutations such as "Dear Sir" or "Dear Madam," or the more personalized "Dear (Name)." This move additionally conveys the interpersonal relationship between the writer and the reader. This move occurred in all 10 job application letters. This form of address utilizes titles instead of personalized names, potentially indicating a lack of employer identification within the corresponding job advertisements. Perhaps only the general employer's office was mentioned. The combined use of

"Sir/Madam" may also suggest the applicants' uncertainty regarding the employer's gender. The formality inherent in "Dear Sir/Madam" reflects a professional relationship characterized by "unequal, hierarchic power and low affective involvement" (Eggins 1994: 65). Notably, this opening move appears in nearly all application letters, solidifying its obligatory nature within the genre.

Move 2: Referring to the Source of Information

Conventionally, the opening phrase of a job application letter is "referencing to the source of information." This action fulfills two essential objectives. To begin with, the statement discloses the source from which the candidate obtained information regarding the vacant position. This may be accomplished via a company website, a specialized job advertisement platform, or professional networks. Additionally, the statement indirectly recognizes the requirements of the prospective employer through its reference to the particular role for which the candidate is submitting their application. This device is found in every single one of the ten job application letters in the current corpus, demonstrating its pervasiveness within the genre. Here are some illustrative examples provided below:

1. I am writing to apply for a teaching position at Beacon House School as advertised on daily newspaper.
2. My attention was drawn towards an advertisement in The Nation, announcing the vacant post of an English language teacher at Beacon House School.
3. I came to know about the position of English teacher available in your school through a colleague.

The advertisements in the aforementioned examples were published in newspapers, as this is where the majority of such advertisements are displayed to attract the applicants' immediate attention. The candidates acknowledged this source of information in their letters of employment application, owing to their awareness of it. Nevertheless, certain instances existed in which applicants made references to individuals who may have been hired by the institution at the time.

Move 3: Establishing Credentials

The *Establishing Credentials* move is considered obligatory within the genre of job application letters, as it invariably appears in all letters within the present corpus. This particular segment functions as the most comprehensive and vital element of the application. In this section, candidates introduce themselves by emphasizing the credentials and practical background that are most pertinent to the job posting. This action, according to Bhatia (1993), includes information regarding "qualification and experience, interests, abilities, and accomplishments." Fundamentally, it serves as a comprehensive exposition of the merits possessed by the candidate. Through the utilization of this data, candidates endeavor to bolster their candidature and construct a persuasive rationale for their merit. Using a constructive and pertinent depiction of themselves (Bhatia, 1993), they undertake a procedure of self-representation and self-evaluation with the ultimate objective of convincing the reader of their competence for the position. Here are some examples:

1. I recently completed my MPhil in Linguistics from (ABC), achieving fine grades and showing my dedication to academic excellence. Throughout my educational journey, I have developed a remarkable understanding of language skills and the

pedagogical strategies required to engage students effectively. I have ability to create positive learning atmosphere. I have gained practical experience through my previous teaching roles, where I have successfully designed and implemented lesson plans, facilitated interactive classroom discussions, and assessed student performance.

2. I am graduated in English Literature and Linguistics, and my M.phil degree is in Applied Linguistics. During my BS degree, I was readied specifically for the job of an English language teacher. The subjects which I studied included ELT, CLT, TBLT, and CALL, focusing on my training regarding the prevalent approaches and methods of English language teaching. Also, my area of interest during M.Phil was CLT, with my thesis focusing on the most effective strategies to improve speaking skills of the students with visual impairment. My successful clearance of the IELTS test, with overall band 7.5, also meets up with the requirements of the job mentioned in the news. Furthermore, I have one year teaching experience at Punjab Group of Colleges.

This particular action is the most complex and comprehensive component among the application letters that were examined, comprising several paragraphs in every single job application letter. This particular motion may have significantly contributed to the variation in application lengths that have been observed. Either underestimating or overestimating the degree of self-evaluation during this maneuver can have a substantial effect on the total length of the letter. According to Henry and Roseberry (2001), the phrase "promoting candidature" in job application letters exhibits the greatest degree of linguistic diversity (p. 158). Additionally, they classify this maneuver into three fundamental strategies: (a) Enumerating proficiencies and aptitudes, (b) Illustrating the process of acquiring skills, and (c) Emphasizing credentials. It is noteworthy that Henry and Roseberry (2001) incorporate the phrase "establishing credentials" into the more comprehensive notion of "promoting candidature." With the exception of this study involving recent graduates, it appears that "essential detailing of the candidature" replaces "offering incentives." The reasonableness of attributing this deviation to the applicants' restricted professional experience as university students is possible. As a result, they are unable to provide the prospective employer with special incentives due to their lack of established accomplishments or expertise.

Move 4: Introducing the Candidature

This move, present in all job application letters, involves the applicants formally offering themselves as a candidate for the position. Syntactically, this move is typically realized through a sentence structure featuring "I" as the subject. Here are some illustrative examples provided below:

1. I thought myself appropriate for the job. This job is according to my interest. Therefore, I thought to write the application regarding the selection of ELT lecturer at your prestigious institute.
2. My academic background and learning experiences make me a fit for this position.
3. After reading through the job requirements, I am confident that my academic background and experience match the requirements of this position.

As exemplified in the preceding passages, all analyzed application letters directly and clearly express the applicant's candidacy for the position. This aligns with the expected structure and tone of job application letters within this genre.

Move 5: Offering Incentives

Following Bhatia's (1993) paradigm, this action is referred to as "offering incentives" and highlights the applicant's potential contribution to the organization. Applicants employ strategic positioning to persuade the reader of the direct benefits that their qualifications, skills, and experience will provide to the employer. This move has been employed by 8 applicants in the given corpus. Some examples are given below:

1. I am excited about the opportunity to apply my learning experiences in curriculum development and digital learning integration to address the challenges educational organization is facing. I am eager to utilize my skills and learning to make a positive impact on educational institutions, contributing to the success of our students and education ministry's mission.
2. With my strong passion for education and my extensive experience in teaching English, I am confident that I have got all the skills and qualifications necessary to excel in this role.

By utilizing the "offering incentives" strategy, the aforementioned corpus examples attempt to demonstrate the applicant's worth. They emphasize their pertinent qualifications and convey their eagerness for the position. The applicants demonstrate their strong enthusiasm and interest in the advertised position through the mention of their relevant qualifications and expertise.

Move 6: Enclosing Documents

This action, referred to as "enclosing documents," indicates that the candidate has appended supplementary materials in addition to the application letter. Generally, the appended material is presented in the format of a curriculum vitae (CV) or resume, which comprehensively outlines the pertinent credentials, professional background, and previous accomplishments of the candidate. This move appears in 9 job application letters within the corpus and is generally characterized by its conciseness. Here are some examples:

1. The resume containing the details of my education and experience is attached to this email.
2. I am sending you all my credentials.
3. My CV has been attached with the application, explaining about my academic record and professional expertise in more detail.

Each of the three instances completes the fundamental purpose of the enclosing documents motion. They apprise the reader of the presence of supplementary materials, which are usually a curriculum vitae (CV) or résumé, which provide an exhaustive account of the applicant's credentials and professional background. Example 1. The purpose of the document (details of education and experience) is explicitly stated in the resume, rendering it the most specific and succinct example possible. Without being excessively verbose, it conveys the information effectively. Case 2 is ambiguous. Although the process of submitting credentials is indicated, the resume or CV is not explicitly referenced nor is its content specified. Due to this ambiguity, the reader may be uncertain as to which supplementary materials are contained. Example 3 emphasizes the significance of including a curriculum vitae (CV) as an attachment, detailing its contents (scholarly record and professional expertise). But it could benefit from greater conciseness (as illustrated in Example 1). It may be superfluous to include the word "application" if the email serves as the application itself. Although all examples effectively communicate supplementary

materials, clarity, and conciseness are of the utmost importance. Example 1 more precisely illustrates this ideal.

Move 7: Using Pressure Tactics

This move is least common in the analyzed corpus as it occurs in only 4 application letters. It is an optional move according to Bhatia's (1993) model. In the corpus, where it occurs, applicants show their eagerness to join the organizations. Some examples are given below:

1. Getting an opportunity to work with your organization would be a huge chance for me and I am willing to avail it.
2. I would be grateful for the opportunity to discuss how my skills and enthusiasm align with Beacon House's educational philosophy during an interview.

Example 1 might indirectly use a pressure tactic. While it expresses the applicant's desire for the opportunity, the phrase "willing to avail it" could be perceived as slightly demanding. The second example is a strong alternative. It expresses gratitude for the potential opportunity and focuses on the value proposition by mentioning skills and alignment with the company's philosophy. It concludes with a polite request for an interview.

Move 8: Soliciting Response

This action serves as a concluding tactic in the body of application letters. It is included in the final section and serves to maintain communication between the applicant and the reader, who in this case is the potential employer. In general, this is accomplished through the provision of contact information (e.g., phone number or email address) in response to inquiries, or by demonstrating a strong interest in an interview, even in the absence of explicit contact information. Applicants may, in certain circumstances, place exclusive reliance on expressing interest in an interview with the expectation of receiving a contact from the employer. This expression, which appears in each of the ten letters examined in the corpus, underscores the candidate's eagerness to cultivate a prospective professional connection in the long run. The applicants utilized each of the following methods to establish additional contact with the prospective employer. Here are the examples:

1. Please feel free to contact me at your convenience via email or phone.
2. I am eager to work hard with full dedication to expand my exposure.
3. I look forward to speaking with you about this employment opportunity.

Move 9: Ending Politely

This move occurred in 9 application letters where the applicants signed off their names in a respectful manner toward their potential employer. An example is given below:

Yours Sincerely (XYZ)

In just one application letter, the applicant just signed off without mentioning their explicit respect towards the employer. Now, we will present the organizational patterns of these moves in all the job application letters in Table 5.

Table 5
Final Organization of moves

No	Move Arrangement	Frequency
P1	M1+M2+M3+M4+M6+M7+M5+M8+M9	9
P2	M1+M2+M4+M3+M6+M8	6
P3	M1+M2+M4+M3+M5+M6+M7+M8+M9	9
P4	M1+M2+M3+M5+M4+M6+M8+M9	8
P5	M1+M3+M2+M4+M6+M7+M8+M9	8
P6	M1+M2+M5+M3+M4+M5+M6+M8+M7+M9	9
P7	M1+M2+M3+M4+M5+M6+M8+M9	8
P8	M1+M2+M4+M3+M5+M3+M6+M8+M9	8
P9	M1+M3+M2+M4+M5+M8+M9	7
P10	M1+M2+M4+M3+M5+M7+M6+M8+M9	9

Table 5 presents the final organization of moves and how they occurred in the corpus. It is shown in Table 5 that these moves did not occur in the same structure as their organization is different in every job application letter. However, according to Bhatia (1993), there are no restrictions to follow the structure.

Conclusion

The present study examined the utilization of communicative movements in university students' job application letters. Bhatia's (1993) model was utilized in the analysis to discern and classify movements contained within the letters. The results indicated that the majority of the moves identified in Bhatia's model were utilized by all participants. These moves comprised Establishing Credentials, Introducing the Candidature, Enclosing Documents, Soliciting Responses, and Ending Politely. Nevertheless, certain discrepancies were noted, such as the utilization of Optional Moves (e.g., offering incentives by eight out of ten participants) versus the even less frequent application of pressure tactics (four out of ten). Additionally, the research identified novel transitions, including "Opening" and "Referring to the Source of Information," that were utilized consistently by every participant but are not mentioned explicitly in Bhatia's model. These actions underscore the significance of verifying the recipient's identity and attributing the job advertisement's source. Additionally, the analysis unveiled a multitude of organizational patterns pertaining to these transitions among the various letters of job applications. The absence of a singular dominant structure within the genre implies a degree of adaptability. The recognition of novel strategies (Opening and Referring to the Source of Information) indicates that the model could potentially be enhanced to incorporate current practices. The research underscores the significance of candidates comprehending the fundamental communicative strategies anticipated in letters of employment applications. Further investigation is warranted to ascertain the potential impact of cultural contexts or particular occupations on the utilization of these maneuvers. An examination of employer viewpoints regarding the efficacy of various relocation strategies may yield additional significant findings. In conclusion, this research enhances our comprehension of the communicative strategies employed by university students in their job application letters. The text underscores the fundamental maneuvers anticipated in the genre and pinpoints possible avenues for additional improvement of the current framework. Students can increase their likelihood of securing interviews and composing more impactful job application letters by gaining an understanding of these strategies.

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