ACKNOWLEDGEMENTS

Gratefully to my God for the gift and power that make me more patient to write this paper. This paper is about report of job description that I have finished. The aim of this paper is to complete one of requirements to graduate from graduate the program. This paper consists of the explanation about the job training which I had done.

This paper is expected to be able to help the reader to gain information about institution, to give explanation about the importance of translation in this institution and the problems that were found during this activity. This paper can be used as reference for the readers who are doing job training.

Finally, I want to thank to all people who helped me while writing this paper. Especially I want to thank to:

1. Prof. Dr. Moh. Tadjuddin, M.A as the Dean of Faculty of Letters UNIKOM.
2. Retno Purwani, S.S., M.Hum. as the Head of English Department to your good respond.
3. Dr. Juanda, as my advisor. Thanks for your attention and your goodness.
4. Tatan Tawami, S.S. as coordinator of job training.
5. Santosa Mardiyanto, as the staff in the International Relationship Division – Indonesia Postal Co. Ltd. Thanks for your help and advice.

6. Thank to my father and mother for your prayer and love. My brother and sister for your attention and support.
7. Thank to all my friends.
8. Thanks to my friends in campus, especially 05SI-01 and 07SI-01.