

CHAPTER V

CLOSING

5.1 Conclusion

PKL (Field Work Practice) is one of the requirements for obtaining the degree of Ahli Madya at the Faculty of Letters, Darma Persada University.

Practicing internship is very beneficial for me because I can gain skills, work experience and knowledge that I had been never obtained before. By doing internship, I can also apply the materials that had been studied on campus in the world of work. Moreover, by holding internship the I will get an overview of the world of work, especially in the field of office administration. After carrying out the Field Work Practice at the company PT. Bonne can be concluded as follows:

1. Field Work Practice (PKL) is carried out at PT. Bonne Indo Teknik
2. The practitioner is placed in the office administration section. This field work practice requires high discipline and accuracy.
3. During the PKL, the practitioner has carried out the activities of receiving incoming letters manually, handling incoming mail, typing documents, duplicating documents and archiving incoming letters.