

ABSTRACT

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WORK ACTIVITIES IN THE CORRESPONDENCE DIVISION AT THE VILLAGE MINISTRY PDTT

Practitioners are given the opportunity to do professional work at KEMENDES PDTT, this professional work is carried out for approximately 3 months. Practitioners work under the supervision and guidance of the staffing department mentor in carrying out professional work, practitioners are given the opportunity to participate and be directly involved in carrying out competency standard duties in personnel, and make letters such as for employees who are on duty outside the city, as well as employees letters. The purpose of the practitioner doing professional work is to add and increase insight in knowing the field of employment at the ministry of home affairs PDTT, experiences, and abilities of students in the world of work in accordance with their study program, namely Management.

Keywords: *competence,insight,development,experience*