

## CHAPTER IV

### CONCLUSION

The witer had done her internship from 13<sup>th</sup> February 2017 until 13<sup>th</sup> April 2017 as an assistant in Cooperative Administration Division at Cooperative, Public Relation and Protocol Bureau East Java Provincial Government. The place of the Cooperation, Public Relation and protocol bureau at Jln Pahlawan number 110 Alun – Alun Contong, Bubutan Surabaya. The Cooperative Administration Division's office is on 5<sup>th</sup> floor, inside of Region Secretariat of East Java Provincial Government office.

The internship started at 07.00 A.M. and finished at 03.30 PM for Monday until Thursday but in Friday it started at 06.30 A.M. and finised at 02.30 P.M.. The writer had a break time at 12.00 P.M. until 01.00 P.M. The writer also followed a morning ceremony on Monday to Thursday and morning evercise on Friday. All of those were some of the writer's job description.

The writer gained more knowledge about an official letter when doing an internship in Cooperative Administration Division. Moreover, the witer also had an experiance to translate an offical letter such as a proposal and a cooperation letter especially in translating letters from Indonesian language to English language. The writer also had a precious experience when she went to the Resource Center in Blitar to run on the function of Monitoring Evaluating Sub Division.

From this internship, the writer learned a lot about being a discipline person, coming on time in everyday works. Making a good relationship with the staff in Cooperative Administration Division was also an important experience that the writer had in there.