

CHAPTER IV

CONCLUSION

East Java Provincial Government is an organization or institution under the protection of the government, and is engaged in the work of government. Cooperation Affairs Bureau is one of bureaus at East Java Provincial Government which help the government system in field of cooperation. After doing an internship at East Java Provincial Government, in Cooperation Affairs Bureau, the writer finally understands how to be a worker, how to understand the problems in work environments, and how to communicate and organize.

Furthermore, the writer also got a lot of experiences about how administrative staff works in the government or institution. In Cooperation Affairs Bureau, the writer did some duties such as; making Nota Dinas, making NPKND (Nota Pengajuan Konsep Nota Dinas), making letters and invitation letters, sending facsimile, and also translating letters, emails, pointers and others documents.

In conclusion, doing an internship at East Java Provincial Government, especially Cooperation Affairs Bureau was precious experience for the writer. The internship that had been implemented for about two and a half months has given the writer some new valuable experiences that not only give some new knowledge about how to be a worker, but also how to learn and face the real world of work.

During an internship in Cooperation Affairs Bureau, especially in Foreign Affairs Division, the writer feel a sense of family is very closely between employees and various fun atmospheres at work. Hopefully this good nature can be continued, so the atmosphere of work in the Foreign Affairs Division is always warm and conducive.

For others student especially Airlangga University's students who will do an internship at East Java Provincial Government, the writer suggest that they would like to have a good management skills and have a knowledge about correspondence in government institution. Not only that, learning and knowing any words related with government and its system also useful and help you when you do your internship.