Jakarta, September 23, 2021

To:

Personnel Management

Dear Sir/Madam,

I know that your company is one of the best company in Indonesia, and I am sure this will be an excellent career opportunity to join and work for this company.

I want to apply in your company. I am healthy, willing to work, Fast leaner, and consider myself to be a team player.

I am 26 years old and had worked as a Finance staff at PT Saputra Budi Utama for 1 years, I had worked as a Teacher for 3 years and I had worked as a Finance Staff in PT Askrindo until now. I believe I can contribute to your company better.

I would greatly appreciate an opportunity to convince you that my services would be an asset to your company. I assure you that a high level of efficiency would be applied to any assignment given to me. I hope my qualifications and experiences merit to your consideration.

Thank you for kind attention, and I am looking forward to your reply.

Yours Faithfully,

Yunia Ervinaeni