Bandung, 13 Agustus 2021

Subject: Application for Employment

Head Of Human Resource Division

PT. ABC

Alamat Perusahaan

Dear, Recruitment Team

With respect, Based on information about job offers in your company, I intend to apply for a job with the Company you lead. I, the undersigned below :

Name :

Place, Date of birth :

Last Education :

Gender :

Apply for joining and working in the company you lead with the qualifications listed in the curriculum vitae. I hope that the qualification meets your expectations, and I declare to be able to learn and work as hard as the workers in your company. For your consideration, I attach some data as follows :

1. Cover Letter

2. Curriculum Vitae (CV)

3. Copy Of ID Card

4. Copy Of bachelor’s diplomas and academic grades transcripts

5. Copy of some TEST Certificate Result, Course Institution, and Training Programs

Enclosed is my resume, which indicates in some detail my training and experience. I sincerely hope that my qualifications are of interest to you and that an interview might be arranged at your convenience. Thank you for your consideration. I look forward to hearing from you soon.

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| --- | --- |
|  | Sinceraly Yours,  Nama Lengkap |