Bandung, October 12th 2016

To           : Indonesia Cerdas Senior High School  
Subject : Application for being a new English teacher staff

Dear Sir or Madam,  
I am applying for the position of teacher on your institution. Here is my brief data:

Full Name : Alexander Suwiryo

Place and Date of Birth : Bandung, January 12th 1993

Eduation : English Departmennt of Language Science Faculty, Indonesia Cerdas University, Bandung

Currently, I am studying at English Departmennt of Language Science Faculty, Indonesia Cerdas University, Bandung with GPA 3.67 of 4.00 and also experienced in private teaching. Therefore, I feel confident that my educational background, experience, and career interest will meet your expectation and institution recruitment requirements.

Herebly apply to you to be able to participate in the selection referred to above, the position of English Teacher. For your consideration, I enclose here with:

1. Curiculum Vitae (CV)
2. KTP
3. Certificate Bachelor (S1) and transcripts that have been legalized
4. Copy of the certificate (Result Scan)

I would be available to have an interview at anytime and look forward to hearing from you soon. Thank you.

Yours faithfully,  
  
[signature]  
  
Alexander Suwiryo