Bandung, October 12th 2016

Attention To:  
PT. Segar Alam Abadi   
Jalan Suka Asem 5 Raya No. 40B  
Kota Bandung

Dear President of PT. Segar Alam Abadi,

I have read your job vacancy in Harian Anak Bangsa, October 10, 2016, that your company is looking for some employees to hold some positions. Based on the positions that you offer, I am interested to apply in Marketing Manager position,considering my background education as Marketing.

My name is Alexander Suwiryo, I am a fresh graduate from Indonesia Cerdas Harapan Bangsa University, Faculty of Economic and Business, majoring in Marketing, with total GPA 3.80 of 4.00. I consider myself having the qualifications you seek.

I have a good motivation for progress and growing, I’m eager to learn, and I can work with team or individual. Beside that, I possess adequate in Public Speaking and have good command I English (spoken and written).

With my qualifications, I am sure that I will give a great contribution for your company. Here, I enclose my:

1. Curriculum Vitae
2. KTP
3. Copy of Certificate Bachelor (S1) and transcripts that have been legalized
4. Recent Photograph 4×6
5. Certificate of Public Speaking and Certificate of English Proficiency (TOEIC)

I would gladly welcome an opportunity to have an interview with you at your convenience to discuss further about my abilities. I hope my skills can be one of your company's assets. I am looking forward to hearing from you in the near future. Thank you for your consideration and attention.

Yours sincerely,

[signature]  
  
Alexander Suwiryo