**Personnel Manager**

PT. Segar Alam Abadi

Jalan Asam Manis Tengah 3 No. 1A

Kota Bandung

Dear Personnel Manager :

I have read from your advertisement at on Harian Anak Bangsa, October 10, 2016 that your company is looking for employees to hold some position. Based on the advertisement, I am interested in applying application for Accounting Staff position. And here is my brief data:

Full Name : Alexander Suwiryo

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

Eduation : Accountancy Departmennt of economic and bussiness Faculty, Indonesia Cerdas University, Bandung

I see myself as a disciplined person, a hard worker, and I have a good time management. I believe I can do my best and give positive contribution to your company. I interact productively with people from diverse backgrounds and I can work well, both individually and within a team. I also have an ability to communicate and work well with people on all levels. I can also communicate in English quite well (speaking and writing).

I would appreciate the opportunity to meet you, to discuss my qualification and the possibility of joining your company. My Curriculum Vitae is enclosed along this letter and you may review it for further information. I am looking forward for a possible interview with you, to discuss more about my capabilities. 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.

Bandung, October 12th 2016

Yours sincerely,  
  
[signature]  
  
Alexander Suwiryo