Bogor, 1st February 2018

Dear,

Hiring Manager

PT. Atrindo Asia Global

Wisma PEDE

Lt. 5 Jl. Letjend M.T. Haryono Kav. 17

South Jakarta 12810

Iam writing this letter to express my interest about your job vacancy in my Linkedin home, and i like to send my application to fulfill the position of Accounting Staff in your company.

The opportunity presented in the listing of your job vacancy is very interesting, and i believe that my background education and my personal experience will make me a very competitive candidate for the position.

Here i attach my short profile :

Name : Zaskia Putri

Date of Birth : Jember, 5th November 1995

Gender          : Female

Title              : Bachelor of Economy

Address        : Dramaga Regency A25, Bogor, West Java, Indonesia

Phone            : 08156785653

I just finished my undergraduate education this year from Accounting Departement in University of Indonesia with cumlaude predicate. During my study in the college i have joined many student organizations and received numerous achievements. I have one year internship experience in the one of leading retail company in Bogor. I am typical of hard worker and smart worker person with high honour of integrity, but still in the atmospher of fun and target oriented.

For the last, here i attach some documents that may help you to review my profile.

1. Photo

2. Copy of of Identity Card

3. Curriculum vitae

4. Copy of Student Identity Transcript

5. Copy of SKCK

6. Copy of additional certificate

Thank you for your time and consideration. I look forward to speaking with you about this employement opportunity.

Best Regards,

Zaskia Putri