

Semarang, 16 September 2016

To:

Human Resources Department (HRD)

Dear Sir or Madam, I am writing to you to inquire about the possibility of working in your company. My name is An'nisa Dwi Fajar. I am twenty two years old. I have background in Japanese Education in Semarang State University. And now i have graduate from my college and waiting for letter of graduate (Surat Tanda Kelulusan).

I have good motivation for progress and growing, eager to learn, and can work with a team (team work) or individual. Beside that I posses adequate computer skill (Word, Power Point, Excel) and foreign languages (English, Korean, Japanese).

With my qualifications, I confident that I will be able to contribute effectively to your company. Here with I enclose my Curriculum Vitae (CV) .

I would appreciate the opportunity to discuss my qualification; please keep this application confidential. I will look forward to hearing from you soon.

Sincerely,

An'nisa Dwi fajar