

South Jakarta, February 20th 2020

Human Resources Department

PT. Fastindo

Soedirman Street No. 20, South Jakarta

Dear Sir,

I would like to apply for the post of “Food and Beverage Sales” which you have advertised in *Kompas* on February 18th , 2020. I believe the job is fit with my educational background and I found my self qualified for the job.

My Name is Syafira Amelia, I’m seventeen years old. I’m a fresh graduate from Vocational High School Jakarta majoring on Online Business and Marketing . I have met the criteria you need.

I’m a hard working person, diligent in any job, prioritizing honesty and also professional in business matters.

Besides the basic knowledge I have from my educational background, I also have a good communication, negotiation skills, can make good teamwork, great analytical and interpersonal skills, and work well in a team. Besides that, I also have internship experience at PT. Hero Supermarket.

For completed some of the files needed for the consideration of sir/madam, I attach the following administrative paperwork that I have :

1. Curriculum Vitae
2. Recent photograph with size of 4×6
3. Copy of diploma and academic transcripts which has been legalized.

With all the qualifications I mentioned above, I’m sure that I can contribute effectively to your company. And I really hope to get a call for an interview at your company.

Thank you for your attention. I’m looking forward to hearing from

Sincerely,

*Syafira Amelia*