

Jakarta, February 24, 2020

Human Resources Department
PT. PRIMA CIPTA LESTARI
Pangeran Suropati Street No. 22
Jakarta

Dear Sir/Madam,

I have read from your job vacancy advertisement at Kompas Post on February 21, 2020 and I found that your company is looking for employees for "Secretary" position. I believe that the job is fit with my educational background and thus I found myself qualified for the job.

My name is Mia Rasul, I have proven work experience as a administration staff in reputable Hotel in Indonesia, and also have a diploma 3 degree in Office Administration from University of Indonesia. So I'm sure I have the qualifications that you want for the job.

Besides the basic knowledge I have from my educational background, I have good command of English as well as computer and Internet. I am hardworking, able to work well under pressure as individual as well as in a team, goal oriented, confident, integrity, pleasant, and convenient in dealing with people.

Thank you very much for your attention. I'm looking forward to hearing from you soon.

Sincerely,

Mia Rasul