Jakarta, February 24, 2020

Human Resources Department PT. PRIMA CIPTA LESTARI

Pangeran Suropati Street No. 22 Jakarta

Dear Sir or Madam

My name is Mia Rasul.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.

I graduated from a vocational school ,SMKN 43 majoring in Business Administration. I have good command of English, communication skill and work with Microsoft office. I used to do an internship as a secretary in PT.Trix. I am a hardworking person, 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,

 *Anisha Dewi*