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January, 28 2019

HRD Manager
The Nielsen Company Indonesia
Jakarta

Re: Translator

Dear Sir or Madam,

I am writing in reply to the classified ad you posted seeking to fill the position of translator at PT Nielsen Company Indonesia. Having earned my Bachelor of Arts degree in English Literature from Gunadarma University. This job would be a perfect opportunity for me to gain new experience and at the same time prove my worth.

I have been learning and teaching English in a formal and informal institute since 2012. Eventhough I haven't had any experience as a translator in the office but as a freelancer I spend my time to translate the scripts. Those experiences gave me the skill to be confident in English and Indonesia. I enjoy working independently but also work well together with others. I feel confident and qualified to take on the challenges.

I look forward to an opportunity to meet with you and further discuss my qualifications. In the meantime, if you need to reach me, please feel free to call me at 085695612229. If I am not in, please leave a message and I will return your call within a day.

Thank you for your time and consideration.

Your sincerely,
Kiki Pujianti, S. S

Enclosures:
Curriculum Vitae