

Contoh Surat Lamaran Kerja Bahasa Inggris

Dear Sir/Madam,

I have read a job vacancy at ABX and found that your company is looking for someone to fill the Content Writer position. With this letter, I would like to apply myself for the role.

First of all, let me introduce myself. My name is Andri Tani, and I am 24 years old. I am a graduate from Universitas Ternama, majoring in Communication Studies and specializing in journalism.

I have the qualifications that were required by your company. I previously worked at two different companies as a Junior Content Writer. With them, I have received many awards and finished tons of projects with my Editors.

I am really confident that I will be a good match for this position. As consideration, I hereby enclose my documents:

1. Copy of Bachelor Degree Certificate (S1)
2. Academic Transcript
3. Curriculum Vitae (CV)
4. Recent Photograph (size 4×6)
5. Recent Writing Portfolio

Thank you for your time. I really hope that you will give me a chance for an interview so that I could further discuss my abilities and work experience. If there is any information regarding my recruitment process, please let me know via this email address or by my phone number at 0811666xxx.

Sincerely,

Andri Tani

Application Letter

Dear Sir/Madam,

I have read a job vacancy at Mewing Mall and found that your company is looking for someone to fill the Gym's trainer position. With this letter, I would like to apply myself for the role.

First of all, let me introduce myself. My name is Sigma Mewing Skibidi Rizz, and I am 20 years old. I am a graduate from National University of Singapore majoring in Sport.

I have the qualifications that were required by your company. I previously worked at Rizzler GYM. With them, I have received many awards.

I am really confident that I will be a good match for this position. As consideration, I hereby enclose my documents:

1. Copy of Bachelor Degree Certificate (S1)
2. Academic Transcript
3. Curriculum Vitae (CV)
4. Recent Photograph (size 4x6)
5. Recent Writing Portfolio

Thank you for your time. I really hope that you will give me a chance for an interview so that I could further discuss my abilities and work experience. If there is any information regarding my recruitment process, please let me know via this email address or by my phone number at +6281369699696

Sincerely,

Sigma Mewing Skibidi Rizz