To :   
HRD of Mandiri Bank  
Jl. Legok Hangser Sukajadi Bandung  
  
Dear Sir/Madam  
  
My name is (nama sobat), I am twenty seven years old. I have graduated from Management Accounting Department Gunadarma University on January 13th, 2007.  I consider myself that I have qualifications as Bank Teller. I have good motivation for progress and growing, eager to learn, and can work with a team (team work) or by myself. Beside that I posses adequate computer skill. With my qualifications, I confident that I will be able to contribute effectively to your company. I would express my gratitude for your attention and I hope I could follow your recruitment test luckily.  
  
As a consideration, i attach for supported data: 

1. Curriculum Vitae  
2. Photo  
3. Soft copy ID Card   
4. Soft copy Certificate S-1   
5. Soft copy Academic Transcrip   
  
I hope for give a chance interview and can explain more about my self. All that to can about my self. On attention and wish I say thanks a lot of.   
  
Regards,  
  
(nama sobat)