Wednesday, January 3rd 2018

To: Mr. Felix

PT Phillip Securities Bandung

Chief of PT Philllip Securities Bandung

Ruko Paskal Hypersquare Blok D-40

Subject: Application for internship program in PT Phillip Securities Bandung

Let me begin with introducing myself, my name is Elaine Tanuwijaya. I am from S1 Universitas Prasetiya Mulya – School of Business and Economics majoring in Finance and Banking, I have just finished my first semester. I would like to seek for opportunities to do my On the Job Training (OJT) in your company, hopefully in a field related to my study. OJT is a mandatory internship program for first year students in Universitas Prasetiya Mulya, for a minimum of 22 working days.

During my high school years and my first year in University, I have been extensively involved in the communities, which help me to build my interpersonal and organizational skill. I have also participated in several city and province level competitions. Besides that, I also have a strong interest in numbers and I managed to attain my KUMON completer certification as it supports me to develop my advanced skill in Mathematics and analytical thinking, and I successfully maintained great academic scores during my high school and University years.

As I’m joining in, I will absolutely show my best performance and full contribution to the success of this company. I would really appreciate the opportunity to demonstrate my capabilities to you in person. I will be grateful to hear from you soon, and here are my phone number 081322233879 and my e-mail address [tanuwijayaelaine8@gmail.com](mailto:tanuwijayaelaine8@gmail.com). My resume and the official cover letter from Universitas Prasetiya Mulya are enclosed within the attachment for your deliberation. Thank you for your time and kind consideration.

Best Regards,

Elaine Tanuwijaya