

June 7, 2019

Human Resource Development

PT. Gelora Barindra Nusantara

In Jakarta

Dear Sir/Madam,

I am writing to you to inquire about the possibility of doing an internship as an Administration Officer Intern in your company, base on the qualification you published on Instragam @magang_id.

Currently, I'm doing my 6th-semester bachelor degree of Computer Science at Universitas Gunadarma. My last GPA is 3.41. I'm good at operating Ms. Office since I'm majoring Computer Science and I have been working as an assistant in Application and Programming Laboratory, so I get used to using a computer and do field entry for data recap in my Lab. I would say that I'm humble person and good at communicating and have a great interpersonal skills since I have so many experience in organization. I'm a fast learner and hard worker because I like to challenge myself. I confident that my qualification and skills could make significant contributions to your company.

I'm willing to do an internship in your company for 4 months and be able to start working as soon as possible. Herewith I enclose my :

1. Application Letter
2. Academic Transcript
3. Curriculum Vitae
4. 1 Coppy of Certificate Degree
5. 1 Coppy of Identity Card (KTP)
6. 1 Photograph (4x6)

I would appreciate the opportunity to discuss my qualification, I will look forward to hearing from you soon. I can be reached anytime via email at adnindiraismaraputri@gmail.com or my cell phone, 0857-1017-1611. Thank you for your time and consideration.

Sincerely,

Adnindira Ismara Putri