

June 25th, 2019

Human Resource Development  
SOS Children's Villages Indonesia  
In Jakarta

Dear Sir/Madam,

I am writing to you to inquire about the possibility of doing an internship as a Database and Innovation Officer Intern in your company, base on the qualification you published on LinkedIn.

Currently, I'm doing my 6<sup>th</sup>-semester bachelor degree of Computer Science at Universitas Gunadarma. My last GPA is 3.41. I have been working as an assistant in Application and Programming Laboratory. I'm good at operating Ms. Office and get used to operating SQL Server and Ms. Dynamics Nav with SQL. 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'm willing to do an internship in your company for 3 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. Copy of Identity Card (KTP)
5. Recent 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](mailto:adnindiraismaraputri@gmail.com) or my cell phone, 0857-1017-1611. Thank you for your time and consideration.

Sincerely,  
Adnindira Ismara Putri