

# COVER LETTER

## LALU GDE AGUNG RISMA PRAHARA

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Division of Careers Recruitment  
KANA  
Jl. Kemang Timur Raya No. 100E  
Jakarta, 12730  
Indonesia

Discovery Cielo, A-07  
Bintaro Jaya Sektor 9  
Tangerang Selatan, 15227  
Banten, Indonesia  
agungprahara@live.com  
+62 822 36511947

24 March 2015

Dear Hiring Manager in the Department,

**Account Executive** Position in KANA,

I am applying for the related position above that you have been posting on your official website of your company. I have been currently listed as a graduated student from Department of Communication and Public Relation, Faculty of Business Administration and Humanities in Swiss German University with degrees of B.A. (Bachelor of Arts) / *S.I.Kom. (Sarjana Ilmu Komunikasi)*. My main fields of study were Digital Media Design, Journalism, Marketing, Public Relation & Advertising, Communication Research Method, Entrepreneur Skill, and Psychology

Requirements of hiring selection show you need capable persons who understand each point of job descriptions you expected could be fulfilled. Therefore, I hope I could ensure you with my knowledge; competence, achievements and understanding that will help you to achieve company's goals that have been set up at the beginning.

During my period in University, with formal education and diverse experiences in working area I had, it has brought me to several impacts that I might use them in the real working atmosphere. In the meantime, I discover myself that potentially have skills and willing on:

- Public Relation, Problem Solving, and Decision Making
- Creative Publication, Presentation and Proposal Techniques
- Good Spoken and Written in English and Bahasa Indonesia
- Highly motivated and open minded to come up with innovative ideas toward advanced strategies as a part of real contribution to the company

Your company's records and objectives to strengthen the development in certain aspects have impressed me to be able to work together with professional, experienced and motivated people inside your company in allowing me to develop myself in ways of facing challenge and progress.

I enclose this letter by also attaching my Curriculum Vitae to give you clear information about myself as a consideration. I wish I could hear further response of next steps will be asked from you.

Yours Sincerely,



Lalu Gde Agung Risma Prahara

# CURRICULUM VITAE

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## LALU GDE AGUNG RISMA PRAHARA

Discovery Cielo A-07, Bintaro Jaya Sektor 9  
Tangerang Selatan, Banten, 15227  
Phone: +62 822 36511947 • E-Mail: agungprahara@live.com

### Personal Information

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Last Name	: Prahara	Sex	: Male
First Name	: Lalu Gde Agung Risma	Religion	: Islam
Academic Title	: <b>B.A. (Bachelor of Arts)</b> <b>S.I.Kom. (Sarjana Ilmu Komunikasi)</b>	Marital Status	: Single
Nationality	: Indonesia	Height	: 1.75 m
Date of Birth	: 14 July 1991	Weight	: 75 kg
Place of Birth	: Mataram	Hobbies	: Socialize, playing football, listening to music, reading, traveling and discovering something new

### Education

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#### Formal Education

Year	Place
2009 - 2015 : Swiss German University	EduTown, BSD City, Tangerang Selatan, Banten
2006 - 2009 : SMA Negeri 1 Praya	Praya, Lombok Tengah, Nusa Tenggara Barat
2003 - 2006 : MTs. Negeri Model Selong	Selong, Lombok Timur, Nusa Tenggara Barat

#### Informal Education

Year	Type of Education
2010	German Course
2006 - 2007	Arabic Course
2003 - 2008	English Course

## Work Experiences

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Year	Place	Job Placement
2012 – 2014	Wallscreen Productions, Jakarta	Producer (Full-Time Job)
2012	Akademiestiftung Hellweg, Marien Krankenhaus Soest, North Rhine-Westphalia, Germany	Public Relation Trainee (Internship)
2010	PT. Asia Kapitalindo Futures, Jakarta	Public Relation Trainee (Internship)
2009	Square One Café, Tangerang Selatan	Waitress (Part-Time Job)

## Achievements

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Year	
2013	Certify to successfully participated in the workshop "Wikipedia and You: Academic Writing with the World at Your Fingertips"
2011	Awarded as <i>the Most Innovative Business Plan (SocBiz)</i> in the Young Social Entrepreneurs (YSE) Workshop and Coaching for its plan to provide "free training and informal education while allowing orphans and panhandlers to get a job, conducted by Singapore International Foundation (SIF) in Singapore
2010	Certify to successfully attended in Television Programming Procedures
2009	Certify to successfully attended Campus Orientation of 14 subjects

## Professional Qualifications and Related Skills

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### Personal, Interpersonal, Human-relation and Interactive Skills

- Fast learner and able to make a decision
- Able to work/corporate in a team and individually
- Certain in using time management
- Capable of thinking clearly in solving problems
- Multitasking and good with people

### Information Technology

Microsoft Word, Excel, and Power Point Program, Photoshop, Windows Movie Player, Flash, Web 2.0, Enterprise 2.0, Final Cut Pro 7, Mac and Windows OS

### Languages

- Bahasa Indonesia (native)
- English (fluent)
- German (basic)
- Arabic (basic)

## References

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Name	Company/Institution	Email Address
Agusriady Saputra	Wallscreen Productions	putraspiel@gmail.com
Ulrice Eckey	Akademiestiftung Hellweg	u.eckey@akademiestiftung-hellweg.de
Ibrahim	PT. Asia Kapitalindo Futures	b_412m@yahoo.com