Laura Chen

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\_\_\_ \_\_, \_\_\_\_ (*month, date, year*)

\_\_\_ (*employer name*)

\_\_\_ (*employer address)*

Dear \_\_\_, (*last name PIC nya kalo ada, “Sir or Madam” kalo gak ada*)

I wish to apply for the \_\_\_ (*posisi yang didaftar*) position at \_\_\_ (*lokasi e.g. Jakarta*) office. I am able to start immediately. As a motivated individual with a keen attention to detail and strong willingness to learn, I believe that I would excel in this position.

I completed my bachelor’s degree, majoring in **software engineering** at **Universitas Bina Nusantara**, while working as an **Android Developer** at PT Bahana Informatif Global. My education has prepared me with competent **Java**, **Objective C**, **Node.js**, **PHP**, **HTML**, **CSS**, **XML**, **GIT**, **Agile**, **MySQL**, and **Postman** skills, as well as inquisitive knowledge in **Quality Assurance (QA)** and **Software Engineering**.

I worked as a **QA engineer** at Kawan Cicil, which is a FinTech startup company. During my tenure at Kawan Cicil, my role was to ensure that there are no bugs in the product. I would plan and coordinate with my team during sprint planning meetings, and provide requirements specifications, technical documents, and meaningful feedbacks on time. Furthermore, I would present my findings and reports to management in an effective manner. In addition, I worked at WebBeds APAC as a **Commercial Technology Specialist**, where I learned how to **communicate effectively with clients and stakeholders**.

Enclosed is a copy of my CV, which elaborate my skills and qualifications. I would appreciate the opportunity to talk with you to discuss my suitability for this position. You may reach me at **chenlaurr@gmail.com**.

Thank you very much for your consideration. I look forward to hearing from you.

Yours sincerely,

Laura Chen