

BAHASA INGGRIS PERSIAPAN KERJA
THE STRUCTURE OF COVER LETTERS

KUIS 1



MAYANG MURIA CAHYANINGSIH
(1841720003/TI4C)

PROGRAM STUDI D4 TEKNIK INFORMATIKA
JURUSAN TEKNOLOGI INFORMASI
POLITEKNIK NEGERI MALANG
2022



LEADING IN INNOVATION

Garuda Group, group of companies in the field of food and beverage industry with strong brands (Garuda Peanut, Okky Jelly, Gery Biscuit), integrated consumer goods distributor (Sinar Niaga sejahtera) and plantation (Bumi Mekar Tani).

Data Master Officer

Jakarta Raya, Bekasi (Jawa Barat)

Responsibilities:

- Maintenance backup database depo
- Maintenance national master data

Requirements:

- Graduate Diploma or Bachelor Degree from any major from reputable university
- Fresh graduate are encouraged to apply
- Mastering SQL or MySQL
- Mastering Microsoft Excel
- Attention to detail initiative, and willing to learn
- Placement in Bekasi Barat

Send your Curriculum Vitae to :

recruitment-1@garudafood.co.id

or :

Recruitment & Assessment

Dept - PT.Garudafood

Jl. Bintaro Raya No. 10A, Jakarta 12240

Blitar, March 31, 2022

To:

PT. GarudaFood,

Bintaro Raya No.10A

Jakarta 12240

Dear. Sir/Madam

My name is Mayang Muria, and I am writing to apply for the position of Data Master Officer at PT. GarudaFood as advertised on your official website. I am interested in joining your organization because your company is a well-known company in the food and beverage industry with a strong brand. In addition, your company has a good image and has received various awards and is certainly a pioneer for other companies. That's why, I want to join your company and explore new opportunities and broaden my experience.

During my study at Informatics Engineering at the State Polytechnic of Malang, I gained practical experience during college, one of which was in the field of data. During college, my grades in data field were better than others, because I was very interested and worked in that field. Even in my final project, I took research related to data. Although I am a fresh graduate, I have excellent interpersonal and communication skills. I am a hard worker, able to work both individually and in a team. In addition, I can operate Microsoft Excel well and some software to process data such as Visual Studio, Microsoft BI, and others, can understand well about SQL and data. So, I believe that I have strong potential to do the job in this position and I am ready to be placed in the designated city.

I would like to propose this new opportunity and conduct an interview with you at your discretion. I believe that my skills will become your next company asset and can advance your company to be the best from the rest.

I am attaching here with my resume for your full consideration. I look forward to hearing from you in the nearest future. Thank you very much for your consideration and attention.

Regards,

Mayang Muria