
APPLICATION LETTER

Tania Putri Amelin
Putriamelintania31@gmail.com
Borang 8 Street
Palembang, South Sumatera

Head of Humas Resource
Chief Executive
Migh Holborn st.,
London WC 17 BQ
12 June 2023

Dear Sir/madam,

I am writing this letter to express my interest in your posting on pdf for Secretary Position at Chief Executive. I consider myself a highly-focused and self-motivated person, and I am excited with the opportunity to showcase my technical skills with your company.

During my internship at Perumda Tirta Musi Palembang for 3 months, i gained valuable experience working in a fast-paced and dynamic environment. I was responsible for typing quickly and short-hand, and maintaining confidential files. This opportunity enhanced my communication skills that I am easy to communicate with other and have efficient approach to my work as well as enthusiastic interest in the creative arts, I also have a background in media publishing for about 2 years, and I am hardworking, detail-oriented, and able to work under pressure as an individual as well as in a team.

In addition to my internship, I have actively participated in various organizations throughout my academic career. As a member Public Relations of the

Association of Students in the Department of Information Management and Be Better Community, i held the position of Secretary, where I was responsible for documenting minutes of meetings, managing membership records, and assisting in organizing events. This experience allowed me to develop excellent administrative and organizational abilities, as well as a strong attention to detail.

I am confident that my internship experience, combined with my involvement in various organizations, has equipped me with the necessary skills to excel in the Secretary role at Migh Holborn st. I am highly motivated, detail-oriented, and thrive in a fast-paced work environment.

Thank you for considering my application. I have attached my resume for your review. I would appreciate the opportunity to interview how my skills and experiences align with your requirements in more detail in order I can give information about my self. I am available for an interview at your convenience.

Sincerely Yours,

Tania Putri Amelin

RESUME

Tania Putri Amelin
Borang 8 Street
Palembang city
(+62) 896-2029-1276

- Career Objective** : Secretary at Chief Executive
- Qualified By** : - Three month experience in secretary position at
Perumda Tirta Musi Palembang
- Diploma III of Informatic Management of Sriwijaya
Polytechnic State
- I am easy to communicate with other
- Having efficient approach to my work as well as
enthusiastic interest in the creative arts
- Having a background in media publishing for about 2
years
- Hardworking, detail-oriented, and able to work under
pressure as an individual as well as in a team
- Internship experience** :
- (August, 2022) Perumda Tirta Musi Palembang. Responsible for
general, Managing Schedule and utilizing various
office software and applications, including Microsoft
Office Suit.
- Education** : Diploma III of Informatic Management of Sriwijaya
Polytechnic State, 2020-2023.
- Special skills** : Typing – 70 w.p.m.
Shorthand – 120 w.p.m.
Languages – English
- References** : Mr John Doe, Assistant Manager, Migh Holborn st.,

CURRICULUM VITAE

The undersigned is:

Name : Tania Putri Amelin

Place of Birth date : Palembang, 31 December, 2002

Address : Borang 8 Street Rt 19 Rw 09 Kec.
Sematang Borang, Lebung Gajah,
Indonesia



Marital Status : Not Married

Education : Diploma III of Informatics Management

Qualification : - Three month experience in secretary position at Perumda Tirta Musi Palembang
- Diploma III of Informatic Management of Sriwijaya Polytechnic State
- I am easy to communicate with other
- Having efficient approach to my work as well as enthusiastic interest in the creative arts
- Having a background in media publishing for about 2 years
- Hardworking, detail-oriented, and able to work under pressure as an individual as well as in a team

Languages : Indonesia and English

Company	Dates	Position
Perumda Tirta Musi	15 August – 15 November 2023	Apprentices

Responsibilities	Reason for leaving
Using Microsoft office Counting the pipe	Finished the program

References : John Doe, Assistant Manager, +62 897- 0898- 987

APPLICATION FORM

Name : Tania Putri Amelin

Address : Borang 8 Street No 182

Telephone Number : (+62) 896-2029-1276

Age : 20

Education : Diploma III of Informatic Management

School/college	Examination Taken	Dates
Elementary school	112 Palembang	2008-2014
Junior High School	04 Palembang	2014-2017
Senior High School	Bina Warga 1 Palembang	2017-2020
Polythecnic	Sriwijaya Polythecnic State	2020-2023

Qualification :

- Three month experience in secretary position at Perumda Tirta Musi Palembang
- Diploma III of Informatic Management of Sriwijaya Polytechnic State
- I am easy to communicate with other
- Having efficient approach to my work as well as enthusiastic interest in the creative arts
- Having a background in media publishing for about 2 years
- Hardworking, detail-oriented, and able to work under pressure as an individual as well as in a team

Interests : As a secretary at chief executive

References :

Name : Mr John Doe

Position : Assistant Manager

Address : Migh Holborn st.

Date Available To Start : August, 15 2023