

English Assignment

Please write down a job application letter to apply for a vacancy in a certain company. Please refer to an advertisement vacancy that promoted by Kompas.

You should collect your letter to SPADA before Friday January 14th, 2022

Students who send after that time will not be assessed.

Kun Marjonohadi

Jl. Kp Bahari No 224
Tanjung Priok Jakarta Utara
DKI Jakarta

10 january 2022

Attention to Head of HRD

PT Kawasan Industri Wijaya Kusuma

(Persero)

Jakarta DKI Jakarta

Dear Sir/Madam

Application for the post of clerk

I was interested to see your advertisement in Kompas and I would like to take this chance by applying at your institution that I am sure will give the opportunity for my career development.

I graduated from ITB Swadharma with GPA 3,85. Several copies of certificates including my Curriculum Vitae and Transcripts are enclosed.

I will be very pleased to come for an interview since I am self-motivated, hard working, and able to work alone as well as in team environment.

I am looking forward to hearing from you. Thank you for your consideration.

Your sincerely

(Semmy andrianto suihana)

Encl