

Salatiga, June 20, 2022

Dear Sir / Madam,

Pengurus Yayasan Pendidikan Kristen Eben Haezer
GKI Salatiga

I am writing to apply for the position of English or Elementary Teacher. I sincerely believe that I meet your requirements for the position.

I am Lydia Nuari Dewi, who graduated from the Faculty of Language and Literature, Satya Wacana Christian University in July 2015, with quite a satisfactory GPA (3.32 out of a scale of 4.00).

I consider as my assets: my proficiency in both written and spoken English, my computer skills (applications to support teaching and learning experience), my leadership skills, and many other experiences in my former office. I am a hardworking person, efficient, and highly driven, and I am willing to undergo training to further improve my capabilities. Through my teaching and organization experiences, I am getting used to meeting and having discussions with a lot of people and able to follow up on what people need. Furthermore, my experience of teaching teaches me to learn many things about documenting, arranging things and also managing time effectively.

For your perusal and evaluation, I have enclosed my curriculum vitae which includes my experiences in both working and organizational experiences, and a photocopy of my official transcript of records for your evaluation.

I am available to meet with you at a time that's convenient for you. Please contact me to set up a time. I look forward to hearing from you soon.

Respectfully yours,

Lydia Nuari Dewi

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