Dear Sir/Madam,

I am an employee who are looking for a freelance.

My name is Donna Aritonang. I am 26 year old. I graduated from Nommensen University of English Department in Medan. I have an experience to work in one of private company in medan as an Academic Officer which being a partner with some schools in Medan more than 2 years. This position has a function to assist Teachers in English Lab and also to prepare some of additional material for English Lab.

Besides I am interested in translating as well. I love reading English novels and articles and use those book as my translation practice. I love how to translate something in English and transform them into Indonesia with almost the same effect of the content.

I am determined and enthusiastic, a detail-oriented and have developed good planning and am confident working. I am also fast working and can completed the task timely.

I would express my gratitude for your attention and consideration. I look forward to speaking with you about this opportunity .

Sincerely,

Donna Aritonang