**Attention To**

**Human Resources Department**

Dear Sir/Madam,

I am writing to apply as project assistant in your Company/Organization. I hereby enclose my CV for your information.

I am Bachelor Graduated in International Relations study program from President University. As you can see, my work and organizational experiences has allowed me to enhance personal and professional skills. It involved experiences on organizing and managing programs and training, liaising with participants, monitoring until reporting the event activities.

I also have extensive experiences on business administration field, such as scheduling meetings and appointments, create official letters, following up clients, managing and organizing documents (MoU, Contract, Business Quotation, Bidding, Outgoing and Incoming Letter, until Manager personal Documents), making travel and hotel arrangements, maintain customer order by following up quotation, order confirmation, order payment and invoice processing until order closing in SAP, creating promotional media and other wide range of skills. I found this vacancy fits perfectly to my qualification and I believe that I could fit easily into your team. I am a goal-oriented person with excellent attention to details. I am excellent at operating Microsoft Office Word, Excel, Power Point, Outlook and Microsoft Office Pubisher.

Please refer to my Curriculum Vitae for more details. I currently live in Jakarta and available to start in February. I hope that I can dedicate my skills and knowledge to the benefit of the foundation. Thank you for taking the time to consider this application and I look forward to hearing from you in the near future.

Yours Sincerely,

Uswatun Hasanah