Jakarta, September of 12th, 2015

To: Human Resources Manager

Dear Sir/Madam

Upon hearing the information regarding a vacant position, I could not contain my excitement to be involved on the activities of your organization. I am quite convinced that the skills which I’ve obtained during this four years of college will be helpful and advantageous for your organization.

With this letter, I’ve enclosed my latest resume to provide more details regarding my qualification in hope that it will fortify your decision. I will look forward to hear from you regarding the continuation of this matter. I would welcome any opportunity to meet you in person and discus more deeply about this opportunity.

Sincerely yours,

Dwica Rina Novianti

(081808041430)

**Curriculum Vitae**



**Personal Details**

|  |  |  |
| --- | --- | --- |
|  | Full Name Sex Place, Date of Birth  Marital Status Height, Weight Address  Mobile Phone E-mail | : **Dwica Rina Novianti** : Female : Jakarta, November of 11th, 1994 : Single : 160 cm, 47 kg : Jalan Jambu 1 Rt 003 Rw 01 No. 1  Tanjung Barat, Jagakarsa - Jakarta Selatan 12530 : **081808041430**  : [dwicarina@gmail.com](mailto:dwicarina@gmail.com) |
|  |

**Educational Background**

|  |  |  |
| --- | --- | --- |
|  | 1999 – 2005  2005 – 2008  2008 – 2011  2011 – 2014 | SDN  05 Pagi Pejaten Timur, Jakarta  SMPN 41, Jakarta  SMAN 38, Jakarta  Universitas Indonesia, Vokasi Komunikasi  Major Public Relations |
|  | 2014 – .... | Universitas Persada Indonesia YAI  Major Public Relations |

**Personal Skills**

|  |
| --- |
| 1. Computer Literate (Microsoft Office, Adobe Photoshop, Adobe InDesign, Adobe Dreamweaver, Corel Draw, Windows Moviemaker, Macintosh Operating System). 2. Internet Literate. 3. Speaking in English fluently. 4. Self confidence. |

**Organization Experiences**

|  |  |  |  |
| --- | --- | --- | --- |
| Event VAGABOND, Universitas Indonesia | | | |
| Position | : Staff Divisi Acara |
| Event ONEVOCATION, Universitas Indonesia | |
| Position | : Staff Divisi Dana Usaha |
| Event MABIM VOKASI, Universitas Indonesia | |
| Position | : Staff Divisi Keamanan |
| Event MABIM VOKASI KOMUNIKASI, Universitas Indonesia | |
| Position | : Staff Divisi Dana Usaha |
| Event MABIM PUBLIC RELATIONS, Universitas Indonesia | |
| Position | : Staff Divisi Mentor |
| |  |  | | --- | --- | | Event GREENATE, Universitas Indonesia | | | Position | : Staff Divisi Media Partner | | | |
|  |  |

**Work Experiences**

|  |  |
| --- | --- |
| Working at Event Rokok Country PT Bentoel, Jakarta | |
| Position | : Sales Promotion Girl |
| |  |  | | --- | --- | | Working at Event Allianz Fun Walk , Jakarta | | | Position | : Sales Promotion Girl | | Working at Event BTA 8 Group, Jakarta | | | Position | : Sales Promotion Girl | | Working at Event Natura Vista Apartment by Premier, Jakarta | | | Position | : Sales Promotion Girl | | Working at Cosmobeaute Indonesia at Jakarta Convention Centre | | | Position | : Temporary Staff at Rebook Counter | | Working at Angkasa Pura II, Soekarno-Hatta International Airport | | | Position | : Duta Bandara 2014 | | Working at Angkasa Pura II, Soekarno-Hatta International Airport | | | Position | : Customer Service Mobile | | Working at “Silent Siren Live in Jakarta 2015” Concert at Upper Room, Jakarta | | | Position | : Sales Promotion Girl |   **Jakarta, September of 12th, 2015** | |