Jakarta, October 24th 2014

Dear Sir or Madam,

My name is Ayunita Wulandarmawati. I am writing to express my interest about possible openings at your company as a Personal Assistant.

I have worked in several companies at Jakarta and currently I works at Blubells Decoration as a part time Marketing. I also have my own Wedding Organizer named Faith WO. With my work track records and recently updated skills, I believe I would bring the advertised requirements and more to this role. Although I have greatly enjoyed this role, but I am looking for a new challenge that will provide me with the opportunity to further develop.

I am enthusiastic and professional who enjoys a challenge, eager to learn, able to work in a team, and always strives for the best. I love to socialize, motivated and creative. I also love fashion, music and learn new things. I believe I would fit well into the company’s team culture and contribute to the ongoing success.

I wish that I could get a new experience in working and expand my knowledge in your company. I would very much welcome the opportunity to discuss my application in person. Please find enclosed my resume and a list of my references. I look forward to hearing from you.

Yours Sincerely,

Ayunita Wulandarmawati