Bekasi, March 20th , 2015

Attention:

HANSTANTRA

Dear Sir / Madame,

I have read your advertisement on Sribulancer, March 20th, 2015. The advertisement said that you are looking for a Freelance English - Indonesian Translator. I feel so interested in that position. I am 27 years old female. I graduated my bachelor degree in the Department of English Literature, Islam “45” University (UNISMA), Bekasi on November 30th, 2010 and I graduated my second bachelor degree in the Management Major of The Faculty of Economy, Open University (Universitas Terbuka), Jakarta on October 8th, 2013. .

I have skills in English both oral, written, and translation. I am able to translate into English – Indonesian and vice versa. I can operate computer (Microsoft Word, Microsoft Excel, Power Point) and internet.

I am a hard worker, a fast learner, and a responsible person. I am able to work in individual or team. I have high level of energy, full of initiatives, communicative, self – direction, high motivation, and great passion in Translation. I would like to have career to expand my experience. I hope my skills can be one of your company’s assets. I will be appreciated if you could give in opportunity to work in your company.

Herewith, I enclose my CV which will give details of my qualification:

* Copy of Final Certificate and Academic Transcript.
* Photo.
* Curriculum Vitae

Thank you for your consideration and attention to read my job application.

 Sincerely yours,

Ersa Fidya Wijayantri

**CURRICULUM VITAE**

Personal Details:

Name: Ersa Fidya Wijayantri

Place/ Date of Birth: Jakarta, July 12th, 1987

Address: Kompleks Jati Unggul Jalan Jati Mulya II Blok A 14/3 RT.005/ RW. 014, Harapan Jaya, North Bekasi, Bekasi, West Java, 17124

Phone: 021 8865974 / 0811943486

Email: brilc\_05@yahoo.com

Sex: Female

Marital Status: Not Married

Nationality: Indonesian

Religion: Islam

Health: My body is imperfect. My body is imperfect because I have physical defects on my right hand and right foot.

Education:

* 1993 – 1999 : SDN Panca Motor I Bekasi Utara
* 1999 – 2002 : SLTPN 5 Bekasi
* 2002 – 2005 : SMUN 4 Bekasi
* 2005 – 2010: Bachelor Degree of Literature Major in the Department of English Literature on Islam “45” University (UNISMA) Bekasi.
* 2005 – 2013: Bachelor Degree of Management Major in the Faculty of Economics on Open University Jakarta.

**Experiences:**

* I had translated an Islamic book from English to Indonesian (2006).
* I had translated a lesson book about sociology for a management of public health’s student (2011).
* I had written two letters in English for a senior high school’s student who wants to continue her study in Australia (2012).
* I had translated a formal document from Indonesian to English (2012).
* I had trancribed an Islamic book from MP3 to a book (2010 – 2014).
* I had translated a brochure from English to Indonesian (2014).