**To Respectfully**

**Human Resources Department**

Dear manager,

Following information about job vacancy in your company, I’m very interest to sent my job application letter to fill vacancy position at your company.

I believe I am that young woman who is eligible for the position you required and I would be glad if you give me a chance to apply for the position.

My name is Novita Rahma Ekasari, 30 years old. I’ve graduated from Electronic Engineering Polytechnic Institute of Surabaya (EEPIS - ITS), majoring in Telecommunication Engineering. With GPA scale : 3, 21 ( scale 4 ). I have over two years experience at PT Telkomsel – Mitracomm Ekasarana Surabaya as Call Center Agent.

It would be great for me to have such a position in your company. I’m sure my educational background and my experience will help me to adapt quickly with your working environment. My computer skills are very good. I have good health condition, high motivation, loyalty, discipline, and responsible to understanding something news in work. I have a good ability to work both in individual and team, and also have good ability to work under pressure.

I would gladly welcome an opportunity to have an interview with you at your convinience. I hope my skills can be one of your company’s assets. I am looking forward to hearing from you in the near future. Thank you for your consideration and attention.

Yours sincerely,

Novita Rahma Ekasari, S. ST