Jakarta, December, 201 

To :

**Re : Application of Job**

Dear Sir / Madam,

I am interested in applying for the **as Employee position** I believe I have the necessary qualifications and work experiences. All the details of my qualifications and experiences are contained in my resume, which is attached.

I would consider it a privilege to work with your company. I hope you will grant me the opportunity for an interview to convince you of my suitability. I express great interest and enthusiasm to be a member of your team and will no doubt make it top priority to dedicate myself to the required standards your company upholds if given the opportunity.

I would very much appreciate your consideration as an applicant. And I look forward to hearing from you soon. Thank you.

Faithfully,

**Sri Suhartini**

# ok

# CURRICULUM VITAE

## PERSONAL DATA

Name : Sri Suhartini

Place & Date of Birth : Cilacap April, 17th 1980

Address : Jl Sunter Muara No 29 Rt 012/05

Sunter agung Tg Priok 14350

Contact Number : (021) 98162180, 0818703525

Nationality : Indonesian

Sex : Female

Marrital Status : Single

Religion : Moeslem

Height : 155 Cm

Weight : 50 Kg

## EDUCATION BACKGROUND

**Formal Education :**

1986-1992 Elementary School 08 petang Sunter, Jakarta

1992- 1995 Junior High School 221, Jakarta

1995-1998 Senior High School 15, Jakarta

1998-2003 Institut Ilmu Sosial dan Ilmu Politik Jakarta

## Informal Education :

English course BBC International

Pelatihan Jurnalistik Radio

Computer course at BSI

## Work Experiences :

TVRI Station of Central Jakarta, Assistant Coordinator Current Affair

PT. MARS Jakarta, Marketing Executive

PT. Mandiri mitra perdana, staff administration and Secretarys

PT.AUSKOR, staff Administrasi and secretarys

PT. Mitra Sejati comexchindo,secretarys

PT. Taman Kampung artis, Chief of Marceting at present