Jakarta, March 23, 2016

Subject : Application for Employment

Dear,

Mr / Ms Leader

in Place

With respect,

In accordance with the offer job listings from the company Mr / Ms Lead , I volunteered to apply to fill the position.

Name : Rima Putri Norviana

Place or Date of Birth : Jakarta , November 6, 1993

End of Education : High School

Address : Jl . Ramin II No. 30, Depok – Jawa Barat

Handphone : 0856-94633713

Email : rnorviana@gmail.com

Status : Single

As a consideration, I attach :

1. Curriculum Vitae
2. Certificate of Senior High School
3. Certificate of National Examination
4. Recent photograph

I hope to be given a chance interview , and be able to explain more deeply about me . As implied in the resume ( curriculum vitae ) , I have the educational background , experience potential and a hard worker

Thanks for the attention of Mr. / Mrs .

Best regards,

Rima Putri Norviana