

Dear,  
HRD Manager  
in Place  
  
  
Dear Sirs,  
  
In connection with the information I received about the opportunity to work at a company that Mr / Ms lead, then I hereby apply for a job as an employee.  
  
My name fitriah Wati, I have a high loyalty, hard working, conscientious, honest, diligent, able to work in teams or individually. Have a willingness to work hard and able to communicate well.  
  
I include this along with curriculum vitae, copy of ID card, copy of diploma and passport photo as much as 1 sheet.  
  
So I have to say this, I hope and will be an award if the application has received a positive response and can be followed up. The attention given and wisdom, I thank you.  
  
  
  
Yours sincerely,  
  
  
  
Fitriah Wati

**CURRICULUM VITAE**

**Personal Details**  
Full Name : Fitriah Wati  
Sex : Female  
Place,Date of Birth : Jakarta, April 25, 1990  
Nationality : Indonesia  
Address : Jl. Depsos I Rt 005/01 no. 32c  
 Bintaro, South Jakarta Pesanggrahan  
No. Tel : 021-97439274 / 081806648462  
Email : vithryah.vari@yahoo.co.id  
  
**Educational Background**  
1. 1996 - 2002 : Bintaro Elementray school, Jakarta  
2. 2002 - 2005 : YPUI Junior high school, Jakarta  
3. 2005 - 2008 : Senior high school, 15, Jakarta  
  
**Working Experience**  
1. 2008 - 2009 Mc Donald Cust Service  
2. 2009 to the current Administrative Receptionist at PT Indosurance Broker Utama  
  
Thus riwat list I've created this life with the true  
For your attention let me thank you  
  
  
I Sincerely,  
  
  
  
Fitriah Wati