Jakarta, March 2015

Attention To:  
Mr and Mrs in office

Dear Mr and Mrs,

My name is Siti Sofiah Hasibuan, I am twenty three years old. I am a writer. I consider myself that I have qualifications as you want in your company. I have good motivation for progress and growing, eager to learn, and can work with a team (team work) or by myself. Beside that I posses adequate computer skill and have good command in English (oral and written).

With my qualifications, I confident that I will be able to contribute effectively to your company. Herewith I enclose my :

1. Curriculum Vitae.  
2. Recent photograph with size of 4x6

I would express my gratitude for your attention and I hope I could follow your recruitment test luckily.

Sincerely,

Siti Sofiah Hasibuan