



KI/KD

 Materi

 Uji
Kompetensi

Referensi

.....(header(nama pelamar))
.....(header(alamat&informasi kontak pelamar))

.....(header(tanggal surat))

.....
.....
.....

(header (nama & jabatan penerima surat, & alamat perusahaan))

.....(salutation)
(the body of the letter (tujuan, pengalaman & kecakapan))

(the body of the letter (ucapan terimakasih))

..... (the body of the letter (penutup))

..... (signature)