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Mr. Takuro Hoki  
HRD Mercure Hotel  
Matahari Terbit street No. 15  
Sanur, Denpasar

I know that the Mercure Hotel Sanur is one of the best Hotel in Bali. And I am Sure to joint and work at this Hotel.

I would greatly appreciate an opportunity to convince you that my services would be an asset to your Hotel. I assure you that a high level of efficiency would be applied to any task given to me. I hope my qualifications and experiences worthy of your consideration.

Thank you for your attention and I look forward to your replay.

Oktober, 20<sup>th</sup> June 2021

I want to apply for the position of Housekeeping at your Hotel. I am healthy, willing to work, learn quickly, and work well with others. I have good communication skills and speak English both oral and written.

Dear Sir,

I graduated from the Elisabeth International in Housekeeping department in 2017, and has worked for 2 years at Maya Hotel Ubud as a Housekeeper. I believe my experience in related field would be useful for me to contribute to a better hotel.

Nyoman Klepon Saputra  
Ayodya street no 27  
Gianyar, Bali

Kind Regards,

Nyoman Klepon Saputra