NAME:

Please analyze this letter!

Jalan Candi 25 Malang 65154

Mr. Sukamdani
Apika Plaza Ltd., Jalan A. Yani 25,
Sukamakmur 65126

Dear Mr Sukamdani,

I am writing to apply for the sales executive position advertised in Suara Perubahan yesterday. As requested, attached please find my complete resume and recent photograph of mine.

I believe that I have all of the qualification needed for the job. I graduated from a reputed college 3 year. I can speak English and Indonesian fluently and I am very skillful in using computer. My previous experience as a sales executive in a stationary company is suitable for the position.

I am looking forward to having interview with you and I can be contacted at Felixdian@gmail.com or 081233929223.

Sincerely yours,
Feliks Diansyah.

Body

Person in charge

Opening

Address of Sender

Closing

Address of Company

Enclosure

LIVEWORKSHEETS