

Name :

Class :

Please identify each part of Job Application Letter below!



Nurul Arifin

ACCOUNTING STAFF

☎ 087-824-123-456

✉ nurular@gmail.com

📍 Jl. Suropati Raya, No. 12, Susukan -
Cirebon. 45166

September 12th , 2024

TO:

Andrea Adrana

HR Manager

Ruang Kata

Jl. Cipto Mangunkusumo, No. 150, Cirebon. 45100.

DEAR MR. ADRANA,

I am writing to you with regards to recent position for Accounting Staff that I saw on official website of Ruang Kata on August 1th, 2023. I believe through my experience and skill make me an excellent candidate for this position.

I recently completed my bachelor's degree from DEF University, majoring in Accounting. Before graduating I participated in several Accounting Competitions. I achieved many accomplishments. I can works as a team or individually. I am good operating computer and have good skills in English.

I enclose my Curriculum Vitae for your consideration, which further details my experiences along with my qualifivations and skills. I look forward to hearing from you soon and thank for your attention.

Sincerely,

Nurul Arifin

Nurul Arifin

Blank boxes for labeling parts of the job application letter, with colored brackets indicating the corresponding text sections.