

Maya Oktaviani
Jl. Anggrek No. 23, Padang
Phone: 0812-3456-7890
Email: mayaoktaviani76@gmail.com

February 18, 2025

Mr. Aditya Ramadhani
HR Manager
Sinar Teknologi Indonesia
Jl. Sudirman No. 55, Padang

Dear Mr. Aditya,

I am writing to apply for the position of Content Writer, as advertised on your company's official website.

I recently graduated with a Bachelor's Degree in English Education from Universitas Negeri Padang. During my study, I developed strong writing, editing, and research skills through academic projects, article writing, and digital content development. I also completed an internship at *EduMedia ID*, where I assisted in writing educational articles, proofreading, and managing social media content.

With my academic background, writing experience, and strong attention to detail, I believe I can contribute effectively to your content development team.

Thank you for considering my application. I look forward to the opportunity to further discuss how my skills can support your company.

Yours sincerely,

Maya Oktaviani