Application Letter

Drag the following parts into the boxes above to construct the right letter:

September 21, 2020

Dear Sir,

HRD Manager
PT Plasindo Hutama Jaya
Kawasan Industri Krapyak
Semarang

Yours faithfully,

Halinka Azkadina

I am looking forward for an interview at your convenience. I can be reached at 081820311115 or by email at halinka@gmail.com. Please feel free to contact me anytime. Thank you very much and I hope you will consider my application.

I am writing to respond to your advertisement on Kompas newspaper posted on September 17, 2020 about a vacancy for a junior accounting staff in your electronic company.

I am vocational high school graduate majoring in accounting. I am skillful in using Ms. Excel, MYOB accounting. My internship at PT Primatexco Indonesia afforded me with the skills to work with professional accountant. I assisted them in making a financial report. I am a fast learner and hard worker. I am able to work under pressure in a team. As requested, I enclose my certification and my resume.

Halinka Azkadina
Jl. Blado Kalipancur Km 02
Batang

LIVEWORKSHEETS