

**Heru Handoko - Electrical Engineer**  
**jayacermelang@recruitment.co.id**  
**Heru Handoko - Electrical Engineer**

**Dear Sir/Madam**

**I wish to apply for the position of electrical Engineer as advertised on your website. As requested, I enclose my resume and other documents.**

**I graduated in Electrical Engineering from National University in 2015. I have experience in handling projects with tight schedules, under pressure, and in teamwork.**

**I am proficient in computers and have excellent English, both written and spoken. I would be able to impart my skills and gain additional knowledge for professional growth with your company.**

**I would appreciate an opportunity to have an interview. I can be reached by phone on 0875566232312 or this e-mail anytime.**

**Thank you.**  
**Yours faithfully.**

*From the letter, we can conclude that*

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1. The applicant is a fresh graduate
2. The applicant is good at computer
3. The applicant can work well, individually
4. The job vacancy is advertised in a newspaper
5. The invitation for an interview can only be sent via e-mail