

The Structure of Application Letter

Company address	Body	Signature	Opening paragraph
Date	Salutation	Closing paragraph	Sender address

Anugerah Kevin
Jl. Salemba Tengah No. 3
Jakarta, 12231

January 12, 2022

Mr. Dimas Adi
HRD Manager
PT. Indonesia Sukses
Jl. Kramat Raya No. 32
Jakarta, 13305

Dear Mr. Dimas Adi,

I am interested in learning more about the position available within your organization, especially the Digital Marketing Manager position. I have held this position for four years in different companies. I already understand very well what skills are needed and do it professionally.

Not only as a professional worker individually or in groups, but I was also given an award as a diligent worker in the environment where I worked before. I am sure how my experience and way of working so far is relevant and applicable to your company.

I would very much like to be part of your team. Please feel free to contact me with any question by phone at 081557299021 or by email at this kevinishere@gmail.com. Thank you very much

Sincerely,
Anugerah Kevin

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