

Please identify each part of Job Application Letter below!



Nurul Arifin

ACCOUNTING STAFF

September 12th , 2024

087-824-123-456

nurular@gmail.com

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

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 work 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 qualifications and skills. I look forward to hearing from you soon and thank for your attention.

Sincerely,

Nurul Arifin
Nurul Arifin