APPLICATION LETTER

IPK.3.2.2

BY: HELFRIDA S, S.Pd, Gr

NAMA:

Muhammad Farand Emery
Blue Street Number 100, Lampung, 35131. 0821 000 000.
mfarandemery@gmail.com

2nd July 2020

Nashita Freya
Manager, Human Resource
Coffee Company
Cool street Number 201
Lampung

Dear Madam,

I am writing to apply for a manager at your Coffee Sweet Branch, as advertised on your company website. I have more than five years experience in the similar position for food and beverage company. I have joined many trainings about leadership and public speaking which support my carrier so far.

In my role as manager at food and beverage company, I proved to be an efficient, enthusiastic and strong leader. I am good at working on team. I have managed many events related to promote of the company's products. My time spent in this company has prepared me for such an opportunity, and I sincerely hope I can contribute soon as a member of your team.

I would be privilege to discuss your branch manager position in more detail. I am happy to come by whenever it is most convenient for you. Thank you for your time, and I am looking forward to hearing for you.

Sincerely,

Muhammad Farand Emery

DATE SALUTATION EMPLOYER'S ADDRESS

APPLICANT'S ADDRESS APPLICANT'S NAME COMPANY NAME

CLOSURE CLOSING

JOB EXPERIENCES SKILLS DESCRIPTION

LIVEWORKSHEETS