

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

...

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