

1. My ability to communicate effectively was demonstrated in my position as receptionist with the XYZ, Community organization.
2. In recognition of my interpersonal skills my temporary position was extended for nine months beyond my initial contract.
3. I am available for interview at any time and would be happy to provide references, should you require them.
4. I am writing in response to your recent advertisement for a marketing staff.
5. I was the first point of contact for the organization which meant it was very important that I was professional, courteous, and helpful in my interactions.
6. Please find enclosed my current CV.
7. Please do not hesitate to contact me should you require any further information.
8. I look forward to hearing from you soon.
9. I dealt with members of the general public, officers from the local council, government department, and a representatives from private business on a daily business.
10. I communicated with these people face to face, over phone and through email.

Jl. Prabu Kiansantang No.18
Desa Sukadana III
Kec. Pabuaran Kab. Cirebon

24 August 2020

Ms Angela Cartwright
Personnel Department
ABC Software Development
Jl. Siliwangi B3
Bandung

Dear Ms. Cartwright,

Yours Faithfully,

Kiki Andrian

