

Job Application Letter

Applicant's address

Your name

Your address

Your telephone number

Your e-mail address

Date**Employer's Address**

Employer's name

Job Title

Company's name

Company's address

Salutation

Dear ...

Opening paragraph

Explain the basic reason for the application letter. Which job are you applying for? When and where did you see the position advertised? If it is not advertised, state how you got the information about the vacant position.

Body of Letter

Demonstrate confidently that your skills, background, and experience are suitable with the desired job requirements. Mention specific qualifications which make you a good fit for the employee's needs. Mention how your personal skills enhance and support your technical abilities and state that you would highly regard an opportunity to work for the company.

Closing Paragraph

State your availability for an interview or test and include your contact number or e-mail.

Closing

Yours sincerely/Yours faithfully

Signature

Your name

*Hendra Harjuna
Jl. Semangka no. 76
Pekanbaru
0888123123456
hh.arjun@yahoo.co.id*

November 12, 2019

*Mrs. Laela Purnama
Personnel Manager Skyblue Auto Motors
Jl. Sejahtera no. 110
Pekanbaru*

Dear *Mrs. Laela Purnama*,

I am writing to apply for the position of *Motorcycle Mechanic* as advertised in *Horizon Post newspaper* on *Saturday, November 10, 2019*.

As you can see from my enclosed curriculum vitae, my qualifications match the requirements for this position.

I graduated from *SMK Karya Bangsa Palembang* majoring in *Automotive Engineering*. My internship at *PT Wahid Teknik Palembang* afforded me with the crucial skills to work with professional technicians. I assisted them in *general repairs of various brands of motorcycles*. I am familiar with proper standard care in *automotive repairs*.

I am a fast learner and hard worker. I am able to work under pressure in a team.

I greatly appreciate the time you spend for reviewing my application, and the opportunity for an interview which I can attend at your most convenient time. I can be reached by phone or e-mail any time. Thank you for your kind attention.

Yours sincerely,

Hendra Harjuna

Dear _____,

I am writing to apply for the position of _____ as advertised in _____ on _____.

As you can see from my enclosed curriculum vitae, my qualifications match the requirements for this position.

I graduated from _____ majoring in . _____. My internship at _____ afforded me with the crucial skills to work with professional technicians. I assisted them in _____. I am familiar with proper standard care in _____.

I am a fast learner and hard worker. I am able to work under pressure in a team.

I greatly appreciate the time you spend for reviewing my application, and the opportunity for an interview which I can attend at your most convenient time. I can be reached by phone or e-mail any time. Thank you for your kind attention.

Yours sincerely,

CURRICULUM VITAE

PERSONAL DATA

Full Name: *Fajar Gatotkaca*
Place of Birth: *Denpasar*
Date of Birth: *February 14, 1996*
Marital Status: *Single*
Address: *Jl. Mawar Melati No.88, Surabaya*
E-mail address: *fajar.gatot@yahoo.co.id*
Phone: *031-11335577, 09345678910111*

EDUCATION

2015-2018: Akademi Bahasa Asing Paralingua Surabaya
2012-2015: SMK Harapan Bunda Surabaya
2009-2012: SMP Harapan Bunda Surabaya
2003-2009: SD Pelita Angkasa Surabaya

EMPLOYMENT

2019 Export Junior, PT. Semarak Textiles, Gresik
2018-2019 Branch Office Staff, Dirgantara Ticketing Services, Malang

TRAINING

2017 Trainee Teacher, Bookmark English Course, Surabaya

ORGANIZATIONS

2017-2018 Chairperson, Students Council, ABA Paralingua Surabaya
2016-2017 Treasurer, Students Council, ABA Paralingua Surabaya
2014-2015 Chairperson, OSIS, SMK Harapan Bunda

HOBBIES & INTERESTS

Sports, reading, and traveling

REFERENCES

Mrs. Yulita Samsini, Director of Bookmark English Course, Surabaya

CURRICULUM VITAE

PERSONAL DATA

Full Name : _____
Place of Birth : _____
Date of Birth : _____
Marital Status : _____
Address : _____
E-mail address : _____
Phone : _____

EDUCATION

_____ : _____
_____ : _____
_____ : _____
_____ : _____

EMPLOYMENT

TRAINING

ORGANIZATIONS

HOBBIES & INTERESTS

REFERENCES

_____ / _____

DEWANTI HAMIDAH

Curriculum Vitae



CONTACT

A: Jl. Bengawan no. 77, Solo
E: dewanti.hamidah@yahoo.com
M : 08987654321000

PROFILE

Diligent, hard working.
Smart, fast learner.
Able to work in a team.
Able to work under pressure.
Friendly, sociable.

HOBBIES/INTERESTS

Reading, traveling.
Sports, yoga.
Internet.

SKILLS

Organization	<i>Excellent.</i>
Presentation	<i>Very good.</i>
Analysis	<i>Very good.</i>
Planning	<i>Very good.</i>

AREA MANAGER

Sehat Kuat Pharmaceuticals, Solo, 2017–2019

BRANCH MANAGER

Sehat Kuat Pharmaceuticals, Solo, 2014–2017

SUPERVISOR

PT Jamu Khasiat, Semarang, 2016–2017

PRODUCTION STAFF

PT Jamu Khasiat, Semarang, 2014–2016

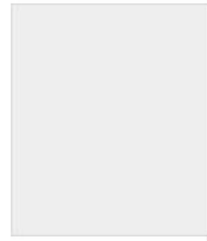
EDUCATION

Pharmacy Dept, Poltekes Surakarta, 2011–2014
SMK Farmasi Surakarta, 2008–2011

REFERENCES (Available upon request)

Dr. Fuad Rusli, Director of Sehat Kuat Pharmaceuticals, Solo.
Mrs. Susilowati, Owner of Apotek Supra Sehat Group, Boyolali.

Curriculum Vitae



CONTACT

A: _____
E: _____
P: _____

PROFILE

HOBBIES/INTERESTS

SKILLS

EMPLOYMENT

EDUCATION

REFERENCES (Available upon request)
