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Subject: [NAMA ANDA – POSISI YANG DILAMAR]

Dear Mr./Ms. [[NAMA HR PERUSAHAAN YANG DILAMAR]

I came across a very exciting position on your job portal that I believe fits me perfectly. I am interested in applying for the position of XXX at XXX. After reading the job description and requirements and matching it with my own experiences, I know that I would be a valuable asset to your organization.

I recently graduated with a Bachelor of XXX from the University of XXX. I now want to apply my skills in a amazing company like XXX. As a XXX, I can implement [JELASKAN SINGKAT KEMAMPUAN ANDA].

I have attached a cover letter, resume, and certificates for your consideration. Please take a moment to go through them to get a better picture of who I am.

I would love to talk to you in more detail regarding this amazing opportunity at your company. It would give me great pleasure to hear back from you regarding my application.

Sincerely,

[NAMA ANDA]