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Subject: [NAMA ANDA – POSISI YANG DILAMAR]

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

I have XX years of experience as a XXX at my previous company. I came across an interesting position of XXX on your website. Company XXX is renowned for [JELASKAN KELEBIHAN PERUSAHAAN YANG RELEVAN]. As I know how [JELASKAN BAGAIMANA ANDA BISA COCOK DENGAN KELEBIHAN TERSEBUT]. My skillset and expertise makes me a valuable asset to your organization.

After graduating with a degree in XXX, I worked at Company XXX as a XXX for XX years. I [JELASKAN SINGKAT JOB DESC ANDA]. I now want to challenge myself in a new environment and your company offers just that.

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

I would love to talk to you in more detail regarding this amazing opportunity at your company. I look forward to hearing back from you regarding my application.

Sincerely,

Your Name