

[City], [Date]

To:

[Mr./Ms. Full Name]

[Position, e.g., Human Resources Manager]

[Company Name]

[Company Address]

Dear **[Mr./Ms. Last Name]**,

I am writing to express my interest in the **[Job Title]** position at **[Company Name]**, as advertised on **[Job Platform or Company Website]**. With **[Number]** years of professional experience in **[Industry/Field]**, I have developed strong expertise in **[specific skills or area of specialization relevant to the role]**.

Throughout my career, I have successfully led and contributed to various strategic projects that delivered measurable results, including **[brief example of achievement, e.g., “reducing operational costs by 20%” or “leading a cross-functional team to launch a new product line”]**. My experience in **[mention relevant functions, e.g., project management, leadership, client relations]** has strengthened my ability to drive performance and align team goals with organizational objectives.

I am particularly drawn to **[Company Name]** because of its commitment to **[mention company value, innovation, or culture]**. I believe my background and skill set align with your vision and can bring added value to the team.

Attached are my Curriculum Vitae and professional portfolio, which include detailed information about my work experience, certifications, and key achievements. I would appreciate the opportunity to further discuss how my qualifications match your needs.

Thank you for considering my application. I look forward to the possibility of contributing to **[Company Name]**'s continued success.

Sincerely,

(.....)

[Full Name]

[Phone Number]

[Email Address]

[LinkedIn Profile / Portfolio URL]

Head Office

MidPlaza 2, 4th Fl.

Jl. Jend Sudirman Kav. 10-11

Jakarta 10220, Indonesia

p. 1500 069