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[TANGGAL]

[NAMA HRD]
[POSISI HRD]
[NAMA PERUSAHAAN]
[ALAMAT PERUSAHAAN]

[ALAMAT ANDA]
[NO TELP ANDA]
[ALAMAT EMAIL]

Dear [NAMA HRD],

I am pleased to have the opportunity to apply for the position of [POSISI YANG DILAMAR] with your company which was advertised in [NAMA KORAN] on [TANGGAL IKLAN].

I have enclosed my CV to support my application. In it you will see I would bring some important skills to the position, including:

- [JELASKAN SINGKAT SKILL ANDA]
- [JELASKAN SINGKAT SKILL ANDA]
- [JELASKAN SINGKAT SKILL ANDA]

The role is very appealing to me, and I believe that my strong technical experience and education make me a highly competitive candidate for this position.

I would be pleased to attend an interview with you and look forward to hearing from you.

Yours sincerely,

[NAMA ANDA]