**Jakarta, 24 September 2012**

**To : Human Resource Department ( HRD )**

**In Jakarta**

**Dear sir or Madam,**

**I would like to apply for available position in your company, I am 26 years old. I graduated from diploma professional secretary program of Interstudi Secretarial school Jakarta in 2004. Now I am still studying at Pamulang University. I am a hard working, strongly motivated, and have a good communication skills.**

**Here I enclosed my CV, recent photograph, copies testimonials, copies ID card and supporting documents for your reference. At present time I am still working with PT. Bank Negara Indonesia (Persero) Tbk. as an Outsource Staff, and I am looking for a new opportunity at your companies** **that** **lead** **the Sir** **and** **Madam.**

**I believe my educational background and experiences will support me to be an advantage for your company. My resume will summarize my other qualifications.**

**I would appreciate your time to review my resume and look forward for the opportunity to meeting with you to discuss my qualifications at your convenience.**

**Thank you for your kind attention and consideration.**

**Yours Sincerely,**

**Herzyah Ferkemala**

 ***curriculum vitae***

***HERZYAH FERKEMALA***

***Contact Info***

*Address : Jl. Gunung Bromo Bumi Serpong Residence Blok A61 Pamulang*

*Telephone : 021-98556930*

*Mobile Phone : 081280980087/085695112844*

*Email address : Ferkemalaherzyah@yahoo.com*

*Nationality : Indonesia*

***Personal Particulars***

*Age : 26 Years*

*Date of birth : 11 Desember 1984*

*Gender : Female*

*Marital Status : Single*

*Permanent Residance : Indonesia*























