Jakarta, 6th September 2016

To :

Human Resources Department

Dear Sir / Madam,

I am writing to express my interest for the position of Accounting Staff in your esteemed company. Having recently obtained my Bachelor’s Degree in Business Administration major in Finance in the Padjadjaran University, I wish to bring my knowledge, skills and commitment to excellence to your company’s environment.

My active involvement in many academic and extracurricular activities has done so well in developing my communication and leadership skills, which are vital in finding success in the corporate world. I would greatly appreciate an opportunity to convince you that my services would be an asset to your company.

For additional details regarding my qualification and expertise, please review my attached resume. Thank you for taking the time to consider this application and I look forward to hearing from you.

Best Regards,

RizkyAmalia