

(nama pelamar kerja)
(alamat pelamar kerja)
(nomor telepon pelamar kerja)
(email pelamar kerja)

(kota, tanggal saat ini)

To HRD (nama perusahaan)
(alamat perusahaan)

Dear (Mr. or Ms.),

I am writing to express my strong interest in the (posisi lamaran) position at (nama perusahaan), as advertised on (sumber informasi lowongan). With my background in (jurusan) from (nama universitas) and my experience in (keterampilan atau jabatan sebelumnya), I am confident that I can contribute effectively to your team.

I am in excellent health and possess strong English communication skills, both written and spoken. During my previous experience as a (jabatan sebelumnya/posisi magang) at (nama perusahaan sebelumnya), I developed a deep understanding of (Sebutkan 1–2 tanggung jawab utama atau alat, misalnya alur kerja konten digital atau standar SEO). I am quite familiar with (Alat, perangkat lunak, atau standar industri yang relevan dengan pekerjaan tersebut), which allows me to work efficiently and deliver high-quality results.

What draws me to (nama perusahaan) is your reputation for (sebutkan hal yang dikagumi dari perusahaan ini, misalnya liputan media yang inovatif atau layanan yang sangat baik). I am a detail-oriented professional who thrives in fast-paced environments and is always eager to learn and adapt to new challenges.

I have attached my resume and (sebutkan dokumen lain, misalnya portofolio/sertifikat) for your review. I would appreciate the opportunity to discuss how my skills and experiences align with the needs of (nama perusahaan) in an interview.

Thank you for your time and consideration.

Sincerely,

(nama pelamar kerja)