

Surabaya, August 31, 2019

HRD Department
PT Sticklab Indonesia
Jl. Bulak Setro Utara no.50c
Surabaya 60129

Dear Mr/Mrs,

I would like to apply for the post of Account Executive which you have advertised in *Kompas* on August 31, 2019.

I believe I meet all the requirements listed in your advertisement. I am a recent college graduate with previous part time and seasonal experience in selling. Ever since in college, I have always had high interest in performing sales and business. I have deep knowledge on how to approach potential customers as well as to maintain good relationship with existing customers/clients. I have learnt how to identify customer's needs and close the sale. I have good interpersonal and presentation skills. My negotiation and verbal communication are excellent.

For your further consideration, I have a diploma 3 degree in Management from Gadjah Mada University. I have good command of English as well as computer and Internet. I am hardworking, able to work well under pressure as individual as well as in a team, goal oriented, persuasive, pleasant, customer focused and convenient in dealing with people.

Thank you very much for your attention. I'm looking forward to hearing from you soon.

Sincerely,

Cindikia Eka Nugraha