

August 21, 2020

Head of HRD
PT Semesta Alam
Bali

With respect,

Based on the information I received from a , PT Semesta Alam has a job opening as Finance Staff.
In connection with that, I would like to apply for said position.

Here is my brief biography:

Name : Surya Palarea
Gender : Male
Date of Birth : Medan, 6 Mei 1991
Education : S1 Economy
Phone number : 083627846.....
Email : surya.palarea@yahoo.com

I can speak English both oral and verbal.

I also have the skill to operate software for the office that I believe would assist in the work.

For your consideration, I have also attached multiples such as:

1. Curriculum Vitae
2. Copy of transcript
3. Photocopy of Diploma
4. Latest 3×4 photograph
5. ID Government copy

I hope I can get the chance to follow the next test so I can talk about my abilities and skills in person with you.

Thank you for the attention.

Best Regards,

Surya Palarea