

September 8, 2021

to whom it may concern

Dear Sir or Madam,

I am writing to you to ask about the possibility of working.

My name is Yunika Butar Butar and I am 22 years old.

I am a student of Gunadarma University 7th Semester, majoring in Management.

With my education background, I am confident that my qualifications and skills can contribute significantly to your company.

I am capable of operating various computer softwares, including Microsoft Office packages.

In addition to that, I am a hardworking person who can work independently or in a team.

I can also take the initiative and very eager to learn under anyone's guidance.

I hope you can give me the chance to go through an interview so I can chat with you in person very soon.

Thank you for your valuable time.

Best regards,

Yunika Butar Butar