

Tangerang, December 15<sup>th</sup> 2021

**Dear,**

**Recruitment of PT. Jaya Kreasi Indonesia**

Jl. Panjang No.41-45, Kedoya Selatan, Kebon Jeruk,  
Jakarta Barat 11520, Jakarta, Indonesia

I am writing this letter to express my interest in the position of HR Recruitment & Training Jr. Supervisor at PT. Jaya Kreasi Indonesia.

I just got a bachelor's degree in Psychology from Gunadarma University. I hope that I can give my knowledge, skills and commitment to your innovative company.

As a Psychology student, I have been equipped with important knowledge related to psychological assessment, providing solutions, critical thinking, analytical thinking, communication and being a good listener.

I have experience as a tester of the psychological test and did the psychological test scoring when I was in the College (PAPI Kostick, EPPS, RMIB, DISC, DAP, HTP, BAUM, Wartegg, APM, IST, Kraepelin, etc).

I participated in several psychological test trainings, such as training on DISC, MBTI, Holland, RMIB, TKF, and Mechanical Comprehensive.

I also participated in Human Resources training such as Graphology for HR Training (Practical Techniques Graphology for Selection and Assessment), HR Recruitment Training (Sharp techniques to master in recruitment, where in this training I also taught on how to arrange, calculate and read Manpower Planning) and Basic Payroll Training.

I love to learn a lot of things and I'm very excited to develop myself and my abilities.

I have experience as a Part Time Tutor for 9 months. Some of the achievements that I have achieved during part time are to become 1 of the 6 tutors sent to teach the National Examination at Sekolah Pelita Harapan in Lippo Village Karawaci. Where I was the youngest tutor among the 6 tutors.

My Part Time experience at Sekolah Pelita Harapan as a Tutor for 9 months has also added sufficient skills to work with several professionals in the field of education, build and maintain a learning curriculum and I have learned the work process in the field of communication and socializing with others.

I also have an experience as a Speaker. First, I am a speaker in Sex Education Seminar at Sekolah Kristen SoliDEO. Second, I am a speaker for the World Mental Health 2021 event.

For additional details regarding my qualifications and expertise, please review the attachments to this letter.

Thank you for taking the time to consider this cover letter and I would love to hear from you again.

Best regards,  
Chika Farren Silaban