Jakarta, April 21, 2018  
  
Manager HRD  
**PT. Mega Buana Raya Tbk**  
Jl. Menteng Raya 28, Sunter  
Jakarta 16542

Dear Sir or Madam,  
  
With information I had about your company, Herewith I would send my application that I could meet the requirement for your company.

I was educated at University of Lampung, East Lampung Regency majoring study of development Economic Faculty, with cumulative achievement index predicate excellent.

As evaluation for sir or madam, I have through knowledge of administration and experience as staff/outsourcing in well-known Public sector. In additional to the above qualification, I have successfully on intensive 3 months Export Import at CGI course Bandung and familiar with Microsoft Office, Microsoft PowerPoint and Internet Explorer.

I hope I be granted an interview at which I could be pleased to provide further information you may need.

Yours Faithfully,  
  
  
  
**Toni K.**