

Amelia Dwikencanawati
JI Panglima Polim III no. 12
Jakarta Selatan
(021) xxx xxxx
Amelia.D@xxxxx.com

March 25, 2006

Mr. John Wilson
Personnel Director
Anderson Consulting
Menara Jakarta Tower 3 Lt.12 #2
JI HR Rasuna Said
Jakarta Selatan

Dear Mr. Wilson:

I read in the **March 24th Jakarta Post** classified section of your need for **a client service officer**. I believe that I have the necessary credentials for the position.

I have worked at various levels in the **publishing industry since the 4 years ago**. As you can see from my resume.

The Anderson Consulting are familiar to me, and my aspiration is to work for a company that has your excellent reputation. I would welcome the opportunity to interview with you.

Thank you for your consideration.

Sincerely,

(handwritten signature)

Amelia Dwikencanawati