Lala Liliana

Jl. Kota 123, Jakarta 45678

+628xxxxxxxxxxx

lala.liliana@gmail.com

Jakarta, April 25 2024

HR Department

ABC Consulting Company

Jl. Pahlawan No. 456

Central Jakarta 789012

Dear Hiring Manager,

I am writing to express my interest in the Social Media Officer position advertised on ABC Consulting Company’s official website on April 20, 2024. With three years of experience in social media marketing and a passion for community management, I am confident I can contribute effectively to your team.

In my previous role at PT Burung Manyar, I created social media promotional content and gained 10,000 new followers. This experience has equipped me with the relevant skills and a strong understanding of digital marketing. Additionally, my academic background in Communication Sciences has provided me with a solid foundation.

I am particularly drawn to ABC Consulting Company because of its reputation for aiding SMEs in Indonesia. I am eager to bring my expertise in social media to your team and contribute to obtaining more new clients.

Attached is my resume, which further outlines my qualifications and experiences. I would like to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application.

I look forward to contributing to ABC Consulting Company.

Sincerely,

Lala Liliana