

Name  
Address  
City, State  
Phone number  
E-mail address

Place, Date, Year

Dear  
HR Manager .....  
Company, PT

Greetings, I am ....., female/male, ..years old, graduated from ....

I was excited about the ..... position at ..... . I have several years of experiences in variety fields in banking, including teller, lending, ....., ..... .

In addition to my extensive office experience, I have strong communication, customer service, and administrative skills.

Please see my attached CV for detail information. Thank you for your consideration. I look forward hearing from you to assessment process at any your convenience.

Sincerely yours,

*Signature*

Typed name

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## CURRICULUM VITAE

Name  
Place/Birth date, year  
Sex/Marital status  
Nationality  
Address



Phone:  
E-mail:

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### Education.....

Year	Faculty of .... University of ... Scientific paper: GPA:
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### Professional experiences.....

Month, Year	Company, PT
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### Positions held.....

Month, Year – Month, Year	Position → [start from the latest: 2009 - ...] Description of duties → [in pointers or brief description] Achievement → [accomplishment on this position]
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.....etc

### Training.....

Month, Year	Name of training [start from the latest: 2009 - ...] Objective Achievement
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.....etc

**NOTE:** CHOOSE THE LAST 3 YEARS TRAINING RELATED TO REQUIREMENT IN JOB-DES

**Informal education**.....

Month, Year                      Title

*NOTE: CHOOSE THE LAST 3 YEARS RELATED TO REQUIREMENT OR **DELETE** THIS PART*

**Interest**.....

**Specific activity**, e.g. Reading biography of economist & politician, sport tennis, listening to classical music, playing piano, etc

**Achievement**: mention tournament or other achievement, e.g. Regional youth tennis championship

*NOTE: ONLY WRITE THE TRUTH, PROBABLY REQUIRED TO TELL MORE IN INTERVIEW*

**Languages**.....

Ability to English TOEFL / IELTS	Read Excellent Institution/international of..	Write Excellent Year	Speak Some Score

Etc.....

*NOTE: the latest in 2 years*

**References**.....

Available upon request

*"I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my self, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged."*

Sincerely,

-Signature-  
Name

*NOTE: save in PDF file if possible, max in 2 pages*

**Find your own calling!**

- ❖ **CAREER ASSESSMENT**: identify your potential and strengths to find your ideal career.
- ❖ **CAREER COACHING**: find your passion, plan your action, and improve your career life.
- ❖ **CAREER TRAINING**: Brand you! – attractive CV – influencing your interviewer – boosting your work skills