

Name
Address
City, State
Phone number
E-mail address

Place, Date, Year

Dear
HR Manager
Company, PT

Greetings,

I would like to express my gratitude of interview session with you on(*day & date*).

The session enhances my enthusiasm to be a part of(*company name*) as
(*position applied*). I believe that my expertise inwill be beneficial for
.....(*company name*). I also believe that this company will be a great place to develop my
career better as a team.

Enclosed, I'd like to appreciate for being considered for the job and looking forward to hearing from
you soon.

Sincerely yours,

Signature

Typed name

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