**Contoh Surat Lamaran Kerja Bahasa Inggris**

Dear Sir/Madam,

I have read a job vacancy at [tempat Anda mendapatkan informasi] and found that your company is looking for someone to fill the [posisi yang mau dilamar]. With this letter, I would like to apply myself for the role.

First of all, let me introduce myself. My name is [nama Anda], and I am [umur Anda] years old. I am a graduate from [nama perguruan tinggi], majoring in [nama jurusan].

I have the qualifications that were required by your company. I previously worked [tulis pengalaman kerja Anda]. With them, [tuliskan apa yang Anda pelajari].

I am really confident that I will be a good match for this position. As consideration, I hereby enclose my documents:

1. Copy of Bachelor Degree Certificate (S1)
2. Academic Transcript
3. Curriculum Vitae (CV)
4. Recent Photograph (size 4×6)
5. Recent Writing Portfolio

Thank you for your time. I really hope that you will give me a chance for an interview so that I could further discuss my abilities and work experience. If there is any information regarding my recruitment process, please let me know via this email address or by my phone number at [tulis nomor telepon Anda].

Sincerely,

[nama Anda]

## **Template Surat Lamaran Kerja Bahasa Inggris**

Dear Sir/Madam,

I have read a job vacancy at (nama iklan lowongan) and found that your company is looking for someone to fill the (nama posisi dalam lowongan). With this letter, I would like to apply myself for the role.

First of all, let me introduce myself. My name is (nama), and I am (usia) years old. I am a graduate from (nama universitas), majoring in (nama jurusan dan spesialisasi)

I have the qualifications that were required by your company. I previously worked at (nama perusahaan dan posisi). With them, I have received (cantumkan pengalaman dan penghargaan yang diraih)

I am really confident that I will be a good match for this position. As consideration, I hereby enclose my documents:

Thank you for your time. I really hope that you will give me a chance for an interview so that I could further discuss my abilities and work experience. If there is any information regarding my recruitment process, please let me know via this email address or by my phone number at (nomor *handphone*)

Sincerely,

(Nama)