Semarang, November 11, 2026

To:
Human Resources Department
PT Global Technology Indonesia

Dear Hiring Manager,

I am writing to apply for the Junior Administrative Staff position at PT Global Technology Indonesia, as advertised on your official website.

My name is Andini Putri, and I recently graduated with a Bachelor's Degree in Management from Semarang State University in 2026.

During my studies, I developed knowledge of office administration, document management, and data processing. I am also proficient in Microsoft Office and Google Workspace. In addition, I have good communication skills, attention to detail, and the ability to work collaboratively.

I am interested in this position because I would like to apply my academic knowledge in a professional environment while contributing to your company's administrative operations.

Please find my CV, academic transcript, and supporting certificates attached for your consideration.

Thank you for your time and consideration. I would appreciate the opportunity to discuss my qualifications further.

Sincerely,

Andini Putri
Email: andiniputri@email.com
Phone: 08xxxxxxxxxx