Human Resources Department

Dear Sir or Madam,

It caught my eyes and widen my ears when I saw and heard that a positionwas open at your company, so I took a leap of faith and wrote this cover letter to you, and it’d be an honor for me to become a worker at your company.

By now, you’re probably wondering, who is this man? My name is Rengga Febriana and I was graduated as a Bachelor Degree from Faculty of Economic in Pasundan University Bandung. During my course of study, I was active at many academic activities and organizations. I’m familiar with English and usage and have no trouble adapting to various style guide, used to computer programs especially in operating Ms. Office, internet for social marketing (Facebook and Instagram Ads) and strong in analytical activities. I’ve spent a few years full time working as Supervisor Marketing for supporting company that specializes in Contractor and Developer. I’ve logged thousand of hours doing everything related to sales & including data entry. These experiences made me excellent on these skills: **English, Indonesian, Negotiation, Mobilization and Data Entry.**

I’m a hard worker, a creative person, able to work under pressure, able to work as individual or as a team, highly motivated, and I have a high will to learn, so I believe I can be a perfect addition for your company.

Thank you very much for your kind consideration, I’m looking forward to be in touch with your company and I hope we will have a conversation face to face someday while I show you my potentials in details.

**Sincerely yours**,

**Rengga Febriana**,

087777001152

Renggafebriana.rf@gmail.com



A GENERAL RESUME OF

**Rengga Febriana**

Cell Ph. +6287777001152

E-mail: **renggafebriana.rf@gmail.com**

**Personal Details**

|  |  |
| --- | --- |
| **DATE OF BIRTH** | Feb, 15th 1989 |
| **NATIONALITY** | Indonesian |
| **MARITAL DATE STATUS** | Single |
| **HEALTH** | Excellent |
| **HEIGHT/WEIGHT** | 170cm/ 60kg |
| **INTERESTS** | * Music, Reading, Watching , History, and Cultural Issues,etc.
 |
| **AVAILABILITY/SALARY** | Negotiable |

**Education**

|  |  |
| --- | --- |
| **2007– 2013** | **Pasundan University, Bandung – West Java****S.E(Accounting)** The final year project “Pengaruh Kepatuhan Wajib Pajak Pertambahan Nilai Terhadap Self Assesment System” |
| **2003– 2006** | **SMK SANDHY PUTRA Bandung, Indonesia****TOURISM CLASS** Hotel, Restaurant. |

**Curriculum Vitae**

**EMPLOYMENT HISTORY**

August 2013– Desember 2016

Employed by : **PT. BUMI ADIGUNA PERSADA**

Position : **MARKETING SUPERVISOR**

Duties :

* involves coordinating all internal and external marketing and promotional efforts
* develop marketing strategy and written action plans in order to achieve specific objectives
* measure, evaluate, and analyze the marketing programs as and when needed.
* ensure that all customer questions and requests are followed up in a timely

**Skills**

|  |  |
| --- | --- |
| IT Skill | * Proficient with MS Office package
* Internet and media social marketing especially facebook and instagram ads
* Familiar with computer stuff and tools
 |
| Languages |  **Indonesian** – mother tongue **English** |