To :Human Resource Department

Dear Sir or Madam, allow me to introduce myself first. My name is Rizki Akbar Maulana Ruhiat.

I am 27 years old, graduated student at Universitas Pendidikan Indonesia Bandung, concentrated of “Mechanical Engineering Education” with GPA 2.92/4.

I am pleased to apply to be one of your staff/employee in your company. As your consideration, I attached my resume.

I sincerely hope that my qualifications meet the requirements as one of your staff/employees and I will be ready for an interview.

I am looking forward to hearing from you soon.

Yours Truly,

(Rizki Akbar Maulana R)

## RIZKI AKBAR MAULANA RUHIAT

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| --- | --- | --- |
| Sex and date of birth | Male, 29th September 1991 |  |
| Nationality | Indonesia |
| Permanent address | Kp. Lengkong Rt/Rw : 008/004 Ds. Lengkong Kec.Lengkong Kab.Sukabumi |
| Contact Telephone Details  | Mobile: +62859-0010-1902 |
| Contact Email ID | rizkiakbar91@gmail.com |
|  ***Formal Education Background*** |

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| --- | --- |
| **Institution** | **Year** |
| Universitas Pendidikan Indonesia  | 2010-2018 |
| SMAN 3 Sukabumi | 2007-2010 |
| SMPN 1 Lengkong | 2004-2007 |
| SDN 1 Lengkong | 1998-2004 |

###### Working Experience

| **Institution** | **Description** | **Year** |
| --- | --- | --- |
| SMK Negeri 1 Surade | Guru Mata Pelajaran Produktif | August 2017 – Juni 2018 |
| PT. Sumber Trada Mobilindo Mazda Bandung | Praktik Kerja Industri | 2015 |
| SMK Negeri 8 Kota Bandung | Program Profesi Lapangan | 2015 |

###### Symposia

| **Symposium** | **Institution** | **Year** |
| --- | --- | --- |
| Member of Mahasiswa Otomotif Club (MOC)  | Universitas Pendidikan Indonesia | 2010-present |
| Participants of “Pelatihan Bosch Motor Diesel” | Universitas Pendidikan Indonesia | 2010 |
| Commitee of “ LDKM PAB 2011 Himpunan Mahasiswa Mesin UPI” | Universitas Pendidikan Indonesia | 2011 |
| Steering Commitee of “LDKM PAB 2012 Himpunan Mahasiwa Mesin UPI”  | Universitas Pendidikan Indonesia | 2012 |
| Participants of “Pelatihan Bosch Motor Bensin” | Universitas Pendidikan Indonesia | 2012 |
| Participants of “Pelatihan Bosch Sistem Pengapian” | Universitas Pendidikan Indonesia | 2012 |
| Biro Sarana dan Prasarana Himpunan Mahasiswa Mesin (HMM) UPI | Universitas Pendidikan Indonesia | 2012-2013 |
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###### Computer Literacy

| **Programming, Software Skill, Networking**  | **Grade** |
| --- | --- |
| Ms Office | Good |

###### Hobbies and Interest

|  | **Description** |
| --- | --- |
| Computer | Hardware |
| Hobbies | Chess, Caring Pet |