Bandung, 14 September 2016

Perihal : Lamaran Pekerjaan

Kepada Yth.

Bapak / Ibu

di Tempat

Dengan Hormat,

Berdasarkan informasi lowongan pekerjaan yang saya peroleh dari iklan kolom koran, dengan ini perkenankan saya mengajukan diri untuk melamar di Perusahaan yang Bapak/Ibu pimpin guna mengisi posisi yang dibutuhkan saat ini. Saya yang bertanda tangan di bawah ini:

Nama : RIMA MEGA KLARA HERMANTO

Tempat, Tanggal Lahir : MUARA-BADAK, 26 April 1993

Alamat : JL. INTEN MULIA III C7 NO.22

KOMPLEK BANDUNG INTEN INDAH

Pendidikan terakhir : S1 PSIKOLOGI UNISBA

HP : 0812-1460-5484

Email : rimamegaklara@gmail.com

Status Perkawinan : Belum Menikah

Untuk melengkapi beberapa data yang diperlukan sebagai bahan pertimbangan Bapak/Ibu, saya lampirkan juga kelengkapan data diri sebagai berikut:

1. Pasfoto berwarna terbaru 1 (satu) lembar.
2. Foto copy KTP yang masih berlaku
3. Foto copy Kartu Keluarga
4. Foto copy SKL
5. Foto copy transkip nilai

Demikian Surat lamaran kerja ini saya buat dengan sebenar-benarnya dan sejujur-jujurnya, dan atas perhatian serta kerjasama dari Bapak/Ibu pimpinan saya ucapkan terimakasih banyak.

Hormat saya,

RIMA MEGA KLARA HERMANTO



***CURRICULUM VITAE***

|  |  |
| --- | --- |
| Full Name | **Rima Mega Klara Hermanto** |
| Nick Name | **Rima** |
| Gender | **Female** |
| Place / Date of Birth | **Kalimantan, April26rd, 1993** |
| Marital Status | **Single** |
| Religion | **Moslem** |
| Height | **170 cm** |
| Weight | **62 Kg** |
| First Address | **Jl. Inten Mulia III C7 no. 22 - Komplek Bandung Inten Indah** |
| Phone Number | **-** |
| Mobile Phone | **081214605484** |
| E-Mail Address | **rimamegaklara@gmail.com** |
| Nationality | **Indonesian** |

**EDUCATIONAL BACKGROUND**

|  |  |  |
| --- | --- | --- |
| 1. | **Universitas Islam Bandung** | 2011 – 2016 |
| 2. | **State Senior High School (SMAN) 21** Bandung | 2008 – 2011 |
| 3. | **State Junior High School (SMPN) 51** Bandung | 2005 – 2008 |
| 4. | **State Elementary School (SDN) Karang Pawulang IV** Bandung | 1999 – 2005 |

**WORK EXPERIENCES**

|  |  |  |
| --- | --- | --- |
| 1. | **Staff Marketing CV. Primasaga Strategic Consultan**  Job Description: Introduce a program that will be sold to companies, schools and universities depending on the desired needs. | 2015 - 2016 |
| 2. | **Fasilitator**at **CV. Primasaga Strategic Consultan**  Job Description: Facilitate participants with guidance provided by the client needs | 2014 - 2015 |
| 3. | **Fasilitator** at **Gibasa Consultant**  Job Description: Facilitate participants with guidance provided by the client needs | 1 Tahun |
| 4. | **Tester, Observer, and Assesment** **Primasaga Consultan**  Job Description: Do the administration of psychological tests, they observed during the test and become scorer | 2013– 2016 |

**ORGANIZATIONAL EXPERIENCES**

|  |  |  |
| --- | --- | --- |
| 1. | **Staff of the field of Organizational Development** at **BEM-F** | 2013 – 2014 |
| 2. | **Staff Public relations** at **Pers Suara Mahasiswa** | 2012 – 2013 |
| 3. | **Coordinator Public and Documentasi relations** **“*Assesment* Psychology “*How to Build Your Skill*”,** | 2012-2013 |
| 4. | **Staff art and sport divisions** at **OSIS Junior High School 51** | 2007-2008 |

**GENERAL SKILLS**

|  |  |
| --- | --- |
| 1. | **Understand English (passive).** |
| 2. | **Able to operate MS Office (any version)** |
| 3. | **Familiar with** psychological tests, interview skills, and training analysis skills |
| 4. | **Familiar with internetworking and internet.** |

**PERSONAL QUALIFICATION**

|  |  |
| --- | --- |
| 1. | **I am a self–motivated, fast learner, hard worker, and easy-going person who is constantly looking for ways to improve others and myself** |
| 2. | **Friendly and easy to adapt with new environment** |
| 3. | **Able to work in team or individual for any condition and situation** |
| 4. | **Be honest to everyone and responsible to the job given** |

**I declare the detail stated to be true.**

**Adri Pratama**

**Sincerely Yours,**

Rima Mega Klara Hermanto

**Adri Pratama**