

APPLICATION LETTER

Yogyakarta, January 30, 2007

**Human Resources and Department
PT. INDOMOBIL SUZUKI INTERNATIONAL**

Dear Sir / Madam,

I am a technician graduate from Muhammadiyah University of Yogyakarta who successfully finish all of study subject in four year past one month with academic skills are good as shown from my GPA of 3.26 and also familiar with windows xp responding to your notice on **Newspaper Kompas, January 27, 2007** regarding your need for a **production & engineering staff (P-ES)**. I believe my qualifications match this position's requirements closely.

I have an experience as the marketing and trader in Millennium Penata Futures. My responsibilities include processing and prospecting to the customers to make the progress of my company and my self. Beside as a marketing in Millennium Penata Futures, i also have an experience in working part time in PUSDIKLAT MIGAS CEPU, maintenance and inspection of agglomeration oil tank sector. I am good in English both written and spoken which is partly the result of my participation in discussion in my campus. I have the leadership experience as the chief of Mechanic in Pertamina Enduro 4T Road Show Campus To Campus and also the Public Relations of the Mechanical Student Organization at faculty level.

I set high standards for my self and enjoy solving problems and tackling new challenges. I am a hard working person and have an ability to work in a team or individually.

Enclosed please find a copy of my resume, academic transcript, certificate of courses and a recent photograph. I'm eager to meet with you to discuss my ability to help your company. Thank your for your time and consideration.

Sincerely,

Triyono Iwan Sutejo

Jl. Barokah No.413 A rt 04/rw 12
Kadipiro, Ngestiharjo, Kasihan Bantul
Yogyakarta 55282
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RESUME

Triyono Iwan Sutejo

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EDUCATION

Muhammadiyah University of Yogyakarta

2001-2006

S-1 degree in Mechanical Engineering. Achieved 3,26. Thesis The Influence of Fuel Variation to Performance of a 163 cc Four-Stroke Gasoline Engine, on Gadjah Mada University of Yogyakarta. Graduated on May 18th 2006.

WORKING EXPERIENCE

Marketing and Trader In Millennium Penata Futures

June 2006

Become the part of the currency foreign trading company is claimed to have a big responsibilities to the company and the customers. The high standard of Millennium Penata Futures make the employee have to work hard to achieved the good result.

Finance Advisor in Prudential Life Assurance

June 2006

Finance Advisor in Prudential Life Assurance, Agency Office Jakarta from August until November 2006. Duties : The Agency Manager Assistant and also processing and prospecting are introduction of product to the customers.

Part Time in PUSDIKLAT MIGAS CEPU

September

2006

As the technician I have a responsibility to give my idea to Pusdiklat Migas Cepu. It field Application training to the reability maintenance and inspection of agglomeration gas and oil tank.

COURSES

1. Autocad 2D/3D

April 2003

Design and redesign are the main activity of the Bachelor of Mechanical Engineering.

2. Operating and Programmer CNC (Computer Numerical Control

January 2004

Participated in training for Operating and Programmer CNC. Qualified on Fundamental of the CNC Machine, Hand Operational, Programming, CNC Lathe Machine TU 2A, CNC Milling Machine TU 3A.

3. American Corner Class and Discussion on Cross Cultural

May 2005

Participated at American Corner Class a Conversation and Discussion on Cross Cultural Understanding (CCU) in the American Corner, University of Muhammadiyah Yogyakarta.

4. *Operating of Windows and Microsoft Office Professional* *September 2005*

Participated in computer course for Microsoft Office Professional Program. Qualified on MS-WINDOWS, Word, Excel, Access, Front Page, Corel Draw, Internet Application, Adobe Photoshop and Power Point. Given on September 12th – October 7th in Fasnet Training Center of Information Technology Faculty of Engineering, Gadjah Mada University of Yogyakarta.

JOB TRAINING

1. *PT. Suzuki Medan Jaya Group*

April 2005

Applied maintenance and inspection to motor cycle.

2. *PT. Prudential Life Assurance*

June 2006

Job Training in PT. Prudential Life Assurance Branch Office Jakarta. Applied concern on product and customer, presentation to customer.

TRAINING

1. *The Reability Maintenance and Inspection of Agglomeration*

Gas and Oil Tank

May 2006

Participated in training PT. HUMALIN Sentra Energy Leader in Human Resources Development, Yogyakarta. Applied The Reability Maintenance and Inspection of Agglomeration Gas and Oil Tank.

2. *English for Active Communication*

April 2006

Basic level on The English for Active Communication ELTI Branch Office Yogyakarta. Good ability on speak English oral and written.

3. *The Valves Coating and Repairing*

November 2006

Participated in training PT. HUMALIN Sentra Energy Leader in Human Resources Development, Yogyakarta. Applied Valves Coating and Repairing.

Yogyakarta, January 30, 2007

Sincerely,

Triyono Iwan Sutejo