



TATA SUGIH
BUANA

No : 101/TTB/ADM-III/2016
Subject : Hiring Employee

10 March 2016

To : **BLCI (Beijing Language & Culture Institute)**
Rukan Blok F No.22 Mangga Dua Square
Jl.Gunung Sahari Raya No.1 Jakarta 14430 Indonesia
Att : To whom It May Concern

Dear Madam,

We, Tata Sugih Buana , our company is engaged in Business trading , located in Sudirman, Central Jakarta.

As we know your company/ school is engaged in Chinese language Institute , and at the moment we are looking a new employee /Staff :

- 1.Who is fluently in Mandarin (Conversation /Writing)
- 2.Being Able to do Full Time / Part time Job
3. Student (Not under age) / Fresh Graduated is welcome
- 4.Will be located in Sudirman –Central Jakarta

We are wondering if it possible to us to put employee advertisement at your school? Hopefully one of your student will be interested.

We are looking to hearing from you soon , and and for further information please do not hesitate to contact my email : aveline@ttsp.info or my mobile phone : 0821 1413 1116.

Thank you for your kindly attention .

Best Regards,

Aveline W.