
SYAZA NADHIRAH BINTI MAZLAN

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13 June, 2024

Recipient :

Company Name :

Address :

RE : (Job Title)(Date)(Posting Location)

Dear Hiring Manager,

I am pleased to submit my application for a position with your company. As a recent graduate, I am excited to launch my career and I believe that my skills in customer service, time-management, and team-building would make me an asset to any team.

While I have no professional experience, I have completed various internships and volunteer opportunities where I have been able to develop and showcase my skills. These experiences have taught me how to communicate effectively with customers, prioritize tasks to meet deadlines, and work collaboratively with team members to achieve common goals.

I am a quick learner and I am always eager to take on new challenges. I am confident that my positive attitude, strong work ethic, and willingness to learn will enable me to make a valuable contribution to your company.

Thank you for considering my application. I look forward to the opportunity to further discuss my qualifications with you.

Sincerely,

SYAZA NADHIRAH MAZLAN