

To:

Hiring Manager

Dear Sir/Madam,

In reference to the advertisement in the Workshire, I wish to apply my candidacy for the post of Human Resources Executive. I have enclosed a copy of my resume, listing my qualifications and work experience along with this letter.

I have pursued a degree in Business Administration, majoring in Business Economics. I have undergone industrial training at INARI Technologies Sdn. Bhd. For 16 weeks in the HR department. Throughout the training, I have learnt in regards the human resource. Upon completion of my training, I worked as a Human Resource Assistant.

I possess good communication and interpersonal skills which are necessary for this post.

Sincerely,

*Hani Liyana*