

Nur Amira Syafiqah Binti Badarin  
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013-304 4126

**For:**

Lot No. 1A Persiaran Jubli Perak,  
Jalan 22/1, Seksyen 22,  
40300 Shah Alam,  
Selangor.

22 February 2017

**APPLICATION FOR THE POSITION OF HR / ADMIN OFFICER**

I noticed your advertisement for the position of Secretary and as someone who has extensive experience of this role during internship, I feel I am well suited to exceed your expectations.

2) I had completed my Bachelor of Administrative Science with Honour at Universiti Teknologi Mara (UiTM) Seremban 3 and will graduate in November 2017. My CGPA is 3.39.

3) I am very active in co-curriculum activities. I get involve in my college activities, university programs, club programs, and also do volunteer works in representing university students.

4) I can ensure you that I am very keen to learn and ready to take this job as a challenge. I am also confident with my educational experience, my training experience and my good interpersonal skills have prepared me for making an immediate contribution for your organization.

Attached is my resume for your reference. Perhaps the details about me will meet your requirement

If you feel that my expertise is a close match to your requirements and that an interview will be to our mutual benefit, and then please do not hesitate to contact me. Thank you for your consideration, and I expectantly look forward to hearing from you.

Sincerely,  
Nur Amira Syafiqah Binti Badarin