

Stealth Solutions Sdn Bhd

No. 18-2, Jalan USJ 21/3

47360 Subang Jaya

Selangor Darul Ehsan

Malaysia

31 January 2017

Dear Sir/Madam,

I am writing to enquire if you have any vacancies in your company. I enclose my resume for your information.

As you can see, I have had extensive vacation work experience in office environments; industrial training in academic universities, giving me varied skills and the ability to work with many different types of people. I believe I could fit easily into your team.

I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others. I also have lots of ideas and enthusiasm. I'm keen to work for a company with a great reputation and high profile like Stealth Solutions Sdn Bhd

I have excellent references and would be delighted to discuss any possible vacancy with you at your convenience. In case you do not have any suitable openings at the moment, I would be grateful if you would keep my resume on file for any future possibilities.

Sincerely,

A handwritten signature in black ink, appearing to be 'Nazatul Azira Binti Md Yusop', with a long diagonal stroke extending from the bottom right.

NAZATUL AZIRA BINTI MD YUSOP