

Dear Sir/Madam,

I wish to apply for the position SL1M - Training Executive at Frontken Malaysia Sdn Bhd , as advertised on Workshire website on 14 March 2017.

I have had extensive vacation work experience in office environments, the retail sector and service industries, 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 am also tolerance, punctual, hardworking and like to learn new things. Willing to share knowledge, work well in team, resourceful, helpful and work on time. In addition, I am having a professional working attitude, good social skill and able to work under pressure and within time constraint.

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 CV on file for any future possibilities.

Thank you.

Sincerely

[NUR FARAHANIM BINTI SHAMSUDIN]