

No 44, Batu 12 Kg. Rambai
Mukim Bukit Raya,
06660, Pendang
Kedah Darul Aman

18 February 2017

Manager,
Talent Suites Sdn Bhd
Kuala Perlis
Perlis

APPLICATION FOR THE POST OF “PROPERTY EXECUTIVE”

I am pleased to submit herewith my application for the post of “PROPERTY EXECUTIVE” in your company. I believe that my qualification and working experience enable me to meet the expectations and demands of the said position.

I graduated from Universiti Teknologi MARA in Degree in Office Systems Management (Hons.) and Diploma in Office Management and Technology.

My academic records as well as my involvements in co-curriculum activities has prepared me for this job and taught me the important of interpersonal skills. As an active person in various activities, I have the opportunities to lead, initiate and manage as well as developing the ability to work with people with different level and social backgrounds. This also allowed me to gain valuable working knowledge.

The resume enclosed will provide you with more details of my qualification and experience. I would be very pleased to discuss to your further on my current duties and achievements as well as the expectation of your current available position in your organization.

If you are favourably impressed with my qualification and experience, I would very much appreciate if you could contact me in advance to set up a meeting to discuss a mutually favourable prospect. You can contact me at the above address or reach me by phoning the number on my resume attached. I could come to your office at any time convenient to you.

Yours faithfully,

Faizatul

Faizatul Najwa binti Pahkhrudin