

SAFFA NAJLAA



WHY ME

Excellent in communication, Public Relation and Organizational Skills.

A very punctual, organized and friendly person. Also able to follow instructions closely



COVER LETTER

Dear Hiring Manager,

Job Application for the Advertised Position

I would like to express my interest in obtaining employment for position that have been advertised at your esteemed organization besides to highlight my skills and qualifications. As a recently obtained my Bachelor's Degree in Business Administration major in Islamic Baking at Universiti Teknologi Mara (UITM) Merbok, I wish to bring my knowledge, skills and commitment to excellence to your company's innovative environment.

In reading my resume, I believe you will find my qualifications and attributes make me a very suitable candidate for employment. I would love to begin my career with your company, and I am confident that I would be a beneficial addition to the company.

Attached is my resume and other documents which provides more detailed about my studies and working experience.

Thank you so much for your time and consideration. I greatly look forward to hearing from you for an interview.

Sincerely,

Saffa Najlaa

✉ najlaazualkpli@yahoo.com

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