

27nd September 2017

Nurazreen Munira Binti Abdulla
No. 4196 Taman Amanah
Jalan Bunga Raya
91000 Tawau
Sabah.
Phone : +60195320623
Email : nmunira93@yahoo.com.my

Dear Sir/ Madam

APPLICATION FOR THE ANY POSITION UNDER
MANAGEMENT IN YOUR COMPANY

I wish to apply any position for management such as admin, account and other positions in your company.

I am a fresh graduated of the bachelor business administration (Hons) Economics from Universiti Teknologi MARA campus Sabah, and hope to put this to use in the field of management in your company.

I am very interested in pursuing a career in the field of business administration. I have completed a wide range of subject that provide me with a firm base of knowledge and skill relevant to the company requirement.

I noticed that many company include this company want work experience. Although I have little work experience that I gain during my industrial training to the recruitment industry. I have gone through a four-month industrial training during my final year of studies where I was given tasks equivalent to an admin and also financial department.

I believe that my knowledge and skills will help me contribute a great deal to your company. Above all, I

possess the interest and determination to perform well in the position you are offering.

I enclose a copy of my resume for your attention. I look forward to meeting with you to discuss the position further and to attend interview. I can be contacted at +6019-5320623 and the following email address: nmunira93@yahoo.com.my

Yours faithfully,

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(NURAZREEN MUNIRA BINTI ABDULLAH)

Encl.