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3 April 2017

Dear Sir/Madame,

APPLICATION FOR POSITION AS ADMIN CLERK

With regard to the above, I'm writing this to express my interest to obtain a permanent position as an Admin Clerk in your company.

I am sincerely hope that my application will be considered and accepted. This is because a certificate is meaningless without experiences and skills that I will get during my work later when I am working with your company. This is a very interesting opportunity for me and I feel that my educational background and experience in working independently as well as working in a team during my studies will make me a very good staff. I believe I have good educational background and I am enthusiastic, organized, have a solid work ethic and am quick to build rapport with colleagues.

Enclosed herewith is a resume that provides more details about my background. I would like an opportunity to discuss my application more fully with you. I am available for an interview at any time that is convenient for you. I look forward to hearing from you. My greatest gratitude for your cooperation and concern.

Thank you.

Yours Sincerely,

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(SITI NOOR AISYAH BINTI MOHD SABRI)