

NURSYAZWANI BINTI EDININ



No,47, Rumah Murah Fasa 3, Lorong
Kembura, Kg Likas, 88450, Kota Kinabalu,
Sabah.



016-8216405 / 011- 25332063



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18th MARCH 2017

Human Resources Department
Sabah Animation Creative Content Centre
Kota Kinabalu,
Sabah.

Dear Sir / Madam,

Subject:

APPLICATION FOR POSITION SL1M - SECRETARY

The above matter refers.

2. I am a recent graduate from Universiti Malaysia Sabah in November 2016. I have complete my degree in Bachelor of Social Sciences with Honours (History)
3. I am writing this to apply the above position at your company which have been advertised at website www.workshire.com.my and I want to be the part of your team.
4. For your information, I do believe that I have developed both my soft skill and hard skill from my period of studies. I am here applying to challenge myself and experience new things. Your company is a perfect platform to learn developing my skill as well as a contributor in your business. During my studies, I also learn about Corporate Communications and Labour Law so from that, I have learn a basic about corporate and labour.
5. Apart from that, I do believe that I have developed a good communication, teamwork and project management these past years.
6. I would like to extend my gratitude for your kind consideration and look forward for an interview opportunity in near future.
7. Should you need more information, please call me at 016-8216405/011-25332063 or you can email me based on information that given.

Thank you.

Yours sincerely,
(NURSYAZWANI BINTI EDININ)