

Norhashimah Binti Md Nor,
No. 1, Jalan Panglima 6,
Bandar Tenggara,
81440 Kulai,
Johor Darul Takzim.

Dear Sir,

Application for the Position of Assistant Accountant

It has always been my interest and passion to learn and work in accounting-related field. The position would definitely fit my interests and skill-set and therefore, I would love to apply for this position.

I graduated my studies at Universiti Tenaga Nasional, Muadzam Shah Campus, on 18 August 2014, obtaining a second class degree of Bachelor of Accounting (Hons.). In addition, I was a Trainee at Nava & Associates in Kluang, Johor from October 2013 to March 2014, where I was assigned with various aspects of accounting and audit tasks and supervised by the Senior Associates and Managers of the firm.

Apart from the academic affairs, I was involved in many extra-curricular activities, namely being a project committee, online subject registration facilitator, futsal player and participant for many academic symposiums. To further acquaint you with the specific details of my background, I hereby enclose my résumé.

I look forward to having an interview session with your company to better introduce and present myself. As for that purpose, I can be reached through my mobile phone number or email address at **013-3271147** or **shimamdnor@gmail.com** respectively.

I truly hope that you would consider me for this position. Thank you very much for your consideration and attention.

Yours sincerely,

Norhashimah Binti Md Nor