

Siti Zulaiha Binti Abang Ahmad

Lot Ahmad Kampung Nyabor,

94650 Kabong, Sarawak

Tel: 014 - 5229794

Email: stizueabga.szaa@gmail.com

Dear Mr/Ms,

Regarding the positioned currently advertised I would like to be considered for the positioned; therefore I attached a copy of my Curicular Vitae for your review and consideration.

I have graduated with honours in Bachelor of Administrative Science (Hons.) from the Universiti Teknologi Mara, Campus Samarahan, Sarawak and hope to put this use in the field of the position you have offered.

The course I have studied covered many topics, and I was particularly drawn to management. I am looking to develop specialist skills in this area and build a successful career.

I have put my course theory into practice in a variety ways, where I have an Industrial Training at Universiti Pendidikan Sultan Idris for one month as assistant for Assistant an Registrar. The combination of working and studying has given me both the theoretical and practical knowledge needed to hit the ground running in any future position I take up.

Having extensively research your company's values and product, I was especially interested in your values. I feel it would be the ideal place for me to begin my career and I believe I can be an excellent addition to your team.

If you would like to get in touch to discuss my application and to arrange an interview, you can contact me via phone at 0145229794 or through my email at stizueabga.szaa@gmail.com.

I look forward to hearing from you soon.

Yours sincerely,

(SITI ZULAIHA BINTI ABANG AHMAD)