

NUR FARIDATUL HUSNA BINTI ABD RASHID@SHAARI

No. 33A, Jalan Bukit Puteri 1/10,
08000 Sungai Petani,
Kedah Darul Aman.

Human Resource Development

Britay Asia (M) Sdn Bhd

Dear Sir/Madam,

In response to your advertisement, I would like to apply for the position of Assistant Accountant.

As my CV and references will indicate, I'm currently working as Account Officer at Intan Mutiara Enterprise. I have strong experience in accounting and administrative work and possess an in depth understanding of routine office duties. I have an excellent IT skill (Word, Excel and MS Office), am well organized, and hold a Bachelor of Business Administration (Finance). I believe that my skills, ability and attitude would make me an ideal candidate for your vacancy. As a team player who can fit into any position in your office on a needs basis, I am very confident that I can make a positive contribution to your company. Right now I am looking for a chance to gain valuable experience by working in a professional environment.

Finally, I enclosed my resume and would like to thank you in advance for taking up some of your valuable time to review my application. I would greatly appreciate the opportunity to work with and learn from your company and your talented team.

I hope that you will invite me to an interview and can be contacted at **013 – 4682596** and the following e-mail address : **husnaoona@yahoo.com**

Thank you.

Sincerely,

NUR FARIDATUL HUSNA BINTI ABD RASHID@SHAARI