

Nur Hanisah Binti Alwi
No.22, Lorong Sungai Isap Perdana 10
Taman Sungai Isap Perdana 2
25150 Kuantan, Pahang
Telephone : 017-9310058
Email : nurhanisah.alwi@yahoo.com.my

21 March 2018

Dear Sir/Madam

Application for Accounts Assistant

I am a graduated student of Faculty of Accountancy, UiTM Puncak Alam, I am writing to apply for a job position of accounts assistant at your company.

I have attached my academic records as well as my involvements in co-curriculum activities in resume. Based on my working experience, it helps me to improve my communication skills, confident levels, promoting skills and I am able to maintain good relationship with customers and others. As an active person in various activities, I have the opportunities to work with people with different level and social backgrounds and ability to work in a team environment. I am also able to accept new ideas and willingness to learn. Besides, I am able to work under pressure.

The resume enclosed will provide you with more details of my qualification and the skill that I possess. I would be very please to discuss to you further on the expectation of your current available position in your organization.

I hope I can hear the positive feedback. I would very much appreciate if you could contact me as soon as possible.

Thank you.

Yours faithfully

NUR HANISAH BINTI ALWI