

Ainul Athirah Binti Sudin

Lot 6343 Jalan Taman Zaharah
23000 Dungun
Terengganu Darul Iman

To Whom It May Concern

11 March 2018

Dear sir/madam,

I was excited to see your job opening and I hope to be invited for an interview.

As a fresh graduates with only six months experience, I was very eager to learn a new thing and return the value to the company and work there for a long time.

My background includes serving as a customer service associate within both call-center and administration management. Most recently, I finished my industrial training as **assistant customer service manager** desk at Syarikat Air Terengganu, where my responsibilities included handling customer complaints, issuing invoice receipts for clients, updating daily complaints filed to company system and prepare weekly reports for the department. I was very lucky to be able to multi task for a several department there to gain more experience.

I also bring to the table strong computer proficiencies in MS Word, MS Excel and SPSS applications. Please refer to the accompanying resume for details of my experience and education.

I am confident that I can offer you the skills, communication and problem-solving skills you are seeking. **Feel free to call me at +60179538543 or my email ainulathirah94@gmail.com to arrange an interview.** Thank you for your time. I look forward to learning more about this opportunity

Yours sincerely,

(Ainul Athirah Sudin)