

Nur Syafawati Binti Jamuri
SL 92, NO40C, Taman Sri Matang,
93050, Kuching,
Sarawak

29 March 2018

The Manager
Talent Suites Sdn Bhd

Dear Sir/Madam,

Job Application for the Admin Executive Position

Dear Sir/Madam,

My name is Nur Syafawati Binti Jamuri. I am writing to apply for the Admin Executive position in your organization as advertised on Workshire.com. I am graduated from University Malaysia Sarawak (UNIMAS). I just finished my internship and now seeking any job vacancies suited with my qualification.

I believe that I am fit and capable to contribute a great deal to the continued success of your company. It is always my goal to work with a reputable company such as yours. I hope to gain knowledge and experience which I can use to perform better throughout my career. I am a fast learner and able to work independently.

For your convenience, I have attached my resume for your review. Realizing the limitation of the written page, I would welcome the opportunity to participate in a personal interview to answer any of your questions at your convenient time. I am excited about the prospect of becoming a member of your charismatic company and looking forward to an interview with you. You may contact me at 0148820167 or nsyafawatij@gmail.com.

Thank you for your time and consideration.

Yours sincerely,

Nur Syafawati Binti Jamuri
0148820167