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FARNADIA TAIP

Universiti Teknologi Mara (UiTM) graduate in Bachelor of Science (Hons.) Chemistry. I am seeking my first job, with my certificate, equivalence education background and general skills in many areas.

To: Sabah Animation Creative Content Centre

29 April 2017

Dear Sir / Madam

Application for Secretary vacancy

I am writing to apply for Secretary vacancy.

Fresh graduate of Bachelor in Science (Hons.) Chemistry from UiTM, Sarawak. I have done my industrial training at Jabatan Air Ranau, Sabah. Eight weeks industrial training has helped me to build my interpersonal skills as well as make me aware of the importance of teamwork. I have involved in technical work to clean water tank and sign at the administration, laboratory and technical department.

My interpersonal and communication skills enable me to communicate with different kinds of people from different professions. Even I have little work experience in this field, I believe my interest and high motivation will not disappoint you. I like challenges. I believe I can work under pressure and will be fully committed to the job.

Enclosed is my resume for your consideration which provides additional information on my background, qualifications and achievements. I look forward to hear from you to arrange time for an interview at your convenience.

Thank you in advance for taking the time to look at my attached resume.

Sincerely

FARNADIA TAIP