

Aliff Imran Bin Muhammad Khairuddin  
No 1244 Jalan 18/51,  
Taman Sri Serdang,  
43200 Seri Kembangan,  
Selangor

---

Human Resource Department  
Talent Suites Sdn Bhd

12 March 2018

Dear Sir/Madam

**APPLICATION FOR JOB**

I am a fresh graduate, Diploma in Accounting and Finance at Kolej Universiti Poly-Tech MARA (KUPTM). I am writing to express my interest and enthusiasm for the opportunity to start up my career with your company.

I am majoring in accounting and finance, by working with your company would be a perfect place to showcase my skills, talents and gaining experience. I am eager to put my accumulated theoretical knowledge into practice and have a first professional experience in your company where I could.

In responding to the specific requirements of this position I would like to highlight how my experience can demonstrate my ability to meet each of these.

**Previous Experience in Internship:** During my Internship, I've been placed in Finance Department which is Audit, Purchasing, and Account Receivable. I've learnt about Opera MC which is their Accounting Software in Account Receivable and Opera Material Control which is in Purchasing.

The resume enclosed with this letter will give you further information regarding my educations, experiences and references. I can be reached anytime via my cell phone, 017-3356012.

I hope you will look favorably on my application and I remain at your entire disposal for all questions. I also look forward to hearing from you soon and hope that you will look favorably on my application.

Sincerely,

Aliff

(Aliff Imran Bin Muhammad Khairuddin)