



NUR AZREEN ZURAINI BINTI MOHD BASIK

My name is Nur Azreen Zuraini Binti Mohd Basik. I am fresh graduate from University of Technology MARA Kedah in Bachelor of Information Science (Hons) Library Management. I am seeking my first job, with my certificate and wide general skills.

// CONTACT

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// REFERENCES

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Dear Sir / Madam

Application for the post of Library Assistant

I am fresh graduate from University of Technology MARA Kedah in Bachelor of Information Science (Hons) Library Management. I have done my industrial training at Perpustakaan Tun Abdul Razak (PTAR) UITM Permatang Pauh which is located at Pulau Pinang. During my industrial training I was learned a lot of things. Since the first day, the librarian brings every department and tells about flow of the works of each department, the functions, and the division of each department. It is important to get experience and acquires new knowledge. There are a lot skill that I can obtain including the skill of communication, deals with users, librarian and staff. Five month industrial training has helped me to build my interpersonal skills as well as make me aware of the importance of teamwork.

My interpersonal and communication skills enable me to communicate with different kinds of people from different professions. Even though I have little work experience in this field. I believe my interest and high motivation will not disappoint you. 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

Nur Azreen Zuraini Binti Mohd Basik