



ANNISA FATIMA BT AINOL TAHAR

My name is Annisa Fatima bt Ainol Tahar. I am fresh graduate from Universiti Teknologi Mara Sarawak in Bachelor of Business Administration (HONS.)Marketing. I am seeking for a jobs that can cultivate my skills as key part of my development.

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// COVER LETTER

To: Hiring Manager

APRIL 9, 2017

HR Manager

Dear Sir / Madam

Application for the post of Marketing Executive

I am writing to apply for Marketing Executive position advertised in WorkShire.com a few days ago. I have done some research about your company and I am attracted to your company's core business.

I am fresh graduate of Bachelor of Business Administration (HONS.)Marketing at Universiti Teknologi Mara, Sarawak. I have done my industrial training at Sarawak Convention Bureau which located in Kuching. During my industrial training. I gained knowledge to make inquiries on business events, undertake desk based research and handle with customer-related interactions. Six 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 allow me to expose myself with different kinds of people from different professions. Despite the fact that I have lack of work experience in this field. I be certain that my interest and enthusiasm will not disappoint you. I like learning new thing and your business field can be a great experience. I believe I can work under pressure and will be fully dedicated to the job.

Enclosed is my resume for your consideration which provide 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

ANNISA FATIMA BT AINOL TAHAR