

21<sup>st</sup> February 2017

Noor Syazwani bt Sharol

No 196, Lrg. Alamanda 3/2,

Tmn. Alamanda Senawang,

70450, Seremban,

Negeri Sembilan

Dear Sir,

With this letter and resume, I would like to extend my interest in a position as HR / Admin Officer that fully utilizes my professional skills and personal abilities at TESCO Berhad. I am fresh graduate from Universiti Sains Malaysia and I'm hoping to be given a chance to experience the real world of working.

Since I am an 'ad-hoc' person, I can stand with multi-tasking work, willing to work under pressure and love things to be in an organized manner. And I would give 100% of commitment to ensure every task run smoothly.

I would love the opportunity to schedule a preliminary interview with you and really looking forward to speak with you soon.

Thank you for the time taking for reading my application.

Yours sincerely,

Noor Syazwani bt Sharol

B.A English Language Studies

Universiti Sains Malaysia (Academic Session 2013/14)