

No 1, Lorong 31,
Taman Tunas Mahkota,
Bt 11, Jalan Gambang,
26070 Kuantan Pahang.

7 April 2017

Puncak Generasi (M) Sdn Bhd
Lot 132, Jalan Industri Semambu 8,
Kawasan Perindustrian Semambu,
25350 Kuantan, Pahang.

Dear Sir,

An Application for the Post of SL1M – Manager

With reference to the advertisement from Workshire website, I wish to apply for the position of SL1M – Manager.

I am graduated with a Bachelor's degree in Management (Marketing) from Universiti Malaysia Terengganu in November 2016. In addition, I had Diploma in English Communication from MARA Professional College. My formal education and working experience have adequately prepared me with the skills and knowledge required for this position.

To fully equip myself with the fundamental knowledge and skills in the field, I took more than 30 courses that are related with Management, Marketing, Communication and English.

My part time job as a telemarketer at IKIP International College after completed my Diploma has provided me with valuable marketing and managerial skills. In addition, my three-month internship at the Research and Development Department of Kolej Yayasan Pahang also helped sharpen my skills in the marketing and management.

My involvement in extra-curricular activities at the university has strengthened my interpersonal skills and developed my confidence and leadership qualities. Besides, I possess excellent written and verbal communication skills in Malay and English. I am sure that my educational background together with my experience and enthusiasm would be extremely relevant to this position.

I have attached a copy of my resume with detailed information for your favourable consideration. I look forward to hearing from you.

Thank you.

Yours faithfully,

liyana

(NURLIYANA FARAH NISA BINTI MOHD ZAIDI)