

Dear Hiring Manager,

Application for SL1M Program (Administration & Human Resource or Accounting).

I am Abdul Aziz Bin Ahmad writing to apply as a SL1M candidate that you are offering.

2. I am already finished my study in Degree of Economic and graduated on November 2016. My formal education and working experience have provided me with the skills required for the position.

3. I have gone through a three-month industrial training in Social Security Organisation. I was given tasks equivalent as a fresh graduate and I have performed well during the training which had helped me expose to various practical knowledge and managerial skills.

4. My involvement in extra-curricular activities at the university has strengthened my interpersonal skills, which gave me insight into how I can work with all kinds of people. I have developed confidence and leadership qualities through my participation in Economics Club and other activities at university. In addition, I possess excellent written and verbal communication skills in English and Malay. I believe my interest and high motivation will not disappoint you and I am certain that my work experience and extra-curricular activities will be extremely relevant to position above.

5. 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.

Sincerely,

(ABDUL AZIZ AHMAD)