

Date: 25th April 2017.

Trecy Anak Jaras,
No. 13 Kampung Temurang,
Jalan Puncak Borneo,
93250, Kuching Sarawak.

Tel: 019-4838044 Email: trecyjaras90@gmail.com

PERWIRA GLOBAL TEKNOLOGI SDN BHD.

Dear Sir/Madam,

Subject: **APPLICATION FOR THE POSITION OF SL1M-ADMIN EXECUTIVE**

The matter above refers. I would like to express my interest for the position above as advertised in www.workshire.com.my.

I am graduated from Universiti Malaysia Sabah in the field of Psychology in November 2013.

For your information, in my previous company, I have experience in administrative work such as photocopying and scanning document, typing letter, filling and other task instructed by the superior. Besides, I also involving in preparing paper work and report for student activities in the college. Furthermore, I am able to work under minimum supervision as well as in group environment.

I am available to attend an interview at any time convenient to you. Lastly, I also would like to extend my sincere gratitude to you for considering my application. Thank you.

Yours Sincerely,

Trecy

Trecy Anak Jaras