

Dear Sir/ Madam,
APPLICATION FOR ADMIN/HR

I wish to apply for the position of Admin/Human Resources in your company.

I am fresh graduate of the Bachelor Degree In Planning And Development With Honours Course at the University Of Malaysia Sabah.

I am very interested in pursuing a career in the field of administrative assistant/human resources. I have completed a wide range of subjects that provide me with a firm base of knowledge and skills relevant to the requirements of the management trainee position. I am excited about the opportunity to work as a part of your team. As a student, I was able to work in many areas of the program and enjoyed working with the interdisciplinary team and families.

Besides, I have gone through a three-month industrial training during my final year of studies where I was given tasks equivalent to a management executive.

I believe that my knowledge and skills will help me contributed a great deal to your company. Above all, I posses the interest and determination to perform well in the position you are offering. My attached resume provides more details about my skills and accomplishments.

I look forward to meeting with you to discuss the position further. I can be contacted at +6019-5102710 and the following email address : izahbadrul3@gmail.com

Thank you for your consideration.

Yours Sincerely,

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(NURUL HAFIZAH BINTI IBRAHIM KAMAL)