

SITI NUR QUYYUUM BINTI A. AZIZ

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Taman Bandar Baru Bukit Gambir,
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016 - 707 8082
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2nd March 2017

Dear Mr./Mrs.,

APPLICATION FOR THE POST OF (SL1M) - ACCOUNT EXECUTIVE

I am writing in response to the advertisement posted in the page of Workshire for the position of Account Executive in your organization.

I am a recent graduate from UiTM Alor Gajah, Malacca in Bachelor of Accountancy with Honors. I am very interested in pursuing a career in the field of accounting. I have completed a wide range of subjects that provide me with a basic knowledge and skills relevant to the requirements of the account clerk position.

I have gone through a six-month industrial training during my final year of studies where I was given tasks equivalent to an account clerk. My experience at ARM&Associates has developed my communication skills and has proven my ability to be a quick-learner and adaptor when placed in a fast-paced work environment.

I believe that the combination of my work experience and educational background has adequately prepared me for making a strong contribution to the organization. Above all, I possess the interest and determination to perform well in the position you are offering.

Please call me at 016-707 8082 or e-mail me at gyum23aziz@gmail.com to arrange a convenient time to further discuss my background in relation to the company's needs. Thank you for your time and consideration, I look forward to hearing from you.

Yours Sincerely,

Siti Nur Quyyuum

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(SITI NUR QUYYUUM BINTI A. AZIZ)