

Dear Sir/ Madam,

Greetings,

APPLICATION FOR THE QA CLERK

Referred to the titled above, I wish to apply for the position above, as advertised on Workshire.com on 16th February 2017.

2) My name is Yasmin Binti Mohd Zaidi. I am fresh graduate from Universiti Malaysia Sabah (UMS) with Bachelor's Degree of Forestry Science majoring in Nature Park and Recreation.

3) I am very active in participating co-curriculum activities at university and school. I like to get involve in faculty programs and university programs. I also have six-months experience as practical trainee mainly in office management.

4) I am interested to be a part of the organisation where I can utilize my skills and become opportunity for me to explore and generate knowledge in office management. Considering my educational experience, training experience, working experience, and my good interpersonal skills, have prepared me to become a part of contributors to the success of this organisation.

5) Attached here is my CV for your reference. Any more details, please feel free to contact me at +60192522902.

6) I am looking forward to receive positive feedback from your side. Thank you for your time and consideration.

Sincerely,

Yasmin Binti Mohd Zaidi