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26 February 2017,

Dear Sir / Ma'am,

I currently looking for a job when I was informed that your company has vacancies and I'm interested in applying for any of your vacant positions. I'm confident that my skills and experiences in my studies could make a great contribution in your company. I'm also willing to do extra work that you will give to gain more experience.

I would appreciate the opportunity to discuss my qualifications for any of your vacant position in greater detail with you in person at your earliest convenience. My resume is attached for your review.

Please find my attached resume, which provides full details of my qualification. Contact me via my email at sofwanjailani96@gmail.com or mobile at 0179822641 if there is still place available for me or for any following up purposes.

Thank you for your consideration.

Regards,

Sofwan Bin Mohd Jailani