

Khattrul Nadda Binti Muhamad  
492, Lorong 2/3B Taman Kempas,  
08000 Sungai Petani, Kedah.

22 MARCH 2018

TALENT SUITES SDN BHD (1154336-W)  
No. 45, 1st floor, Jalan Dagangan 3,  
Pusat Bandar Bertam Perdana,  
13200 Kepala Batas, Pulau Pinang.

Dear Sir/Madam,

I would like to apply for the position of Human Resources Executive which was advertised in website [www.workshire.com.my](http://www.workshire.com.my) on 23 February 2018. I graduated with a degree in Mathematics and Economics.

I am very interested in developing my career as Human Resources Executive as I believe that I have the right combination of analytical minded, meticulous and versatile in problem solving. I am extremely organized with the ability to prioritize as needed and think on my feet. My communication and interpersonal skills are exemplary allowing me to interact on a personal level with customers of all backgrounds and in various scenarios.

I have enclosed my resume for your perusal. I look forward to having an interview with you soon. I can be reached at +60135945363 or [khattrul.nadda@gmail.com](mailto:khattrul.nadda@gmail.com). Thank you for your consideration. I look forward to being part of your company.

Sincerely,

Khattrul Nadda Binti Muhamad