

JACKLYN JOHN
KG KEBAWANG
89850 SIPITANG
SABAH MALAYSIA

Date: 6th April 2017

PUTRA & ASSOCIATES

Dear Sir/Madam

APPLICATION FOR ADMINISTRATOR

Referred with your advertisement, I wish to apply as mentioned position in your company.

02. My education background was completed as Degree in Management from UNITAR. Previously I has Sijil Tinggi Pelajaran Malaysia on year 2012 and have completed my Sijil Pelajaran Malaysia on year 2010.

03. I have 5 months working experiences as an assistance clerk at Sabah Forest Industry (SFI) Ganui and leave the company after that due to continue my studies. I also have experiences in financial position and sales marketing position at Horizon hotel during my practical training for 3 months ago started on October 2016 until December 2016.

04. For your information I also ready to accept any position which you feel that my education background and working experiences can fit with your position.

05. For Further details about myself you are kindly refer in my resume attached. I would be available at any time to attend an interview at your convenience and looking forward to hear from you soon. Thank you for your time and consideration.

You Sincerely,

(JACKLYN JOHN)