

Date: February 26, 2017

Nur Hanisah Binti Hassim
No.43, Kampung Dendang,
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Abdul Malik Zamri & Co
Kuala Lumpur, Selangor

Dear Sir/Madam,

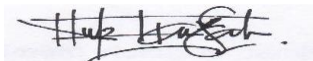
APPLICATION FOR HR/ ADMIN OFFICER

Referred to the titled above, I wish to apply for the position above, as advertised on Workshire on February 26, 2017.

2. I am a fresh graduate from Universiti Teknologi Mara (UiTM) with a Bachelor's Degree of Office System Management.
3. I can ensure you that I am very keen to learn and ready to take this job as a challenge. I am also confident with my educational experience, my training experience and my good interpersonal skills have prepared me for making an immediate contribution for your organization.
4. Attached is my resume for your reference. Perhaps the details about me will meet your requirement.
5. I would be available at any time to attend an interview at your convenience and look forward to hear from you soon. Thank you for your time and consideration.

Thank you.

Yours sincerely,



Nur Hanisah Binti Hassim