

Rosnani Binti Mokhtar
No. 16, Blok 6, Tingkat 3,
Pangsapuri Idaman
Permatang Pauh
13500, Pulau Pinang

21 March 2017

**Recruitment Manager
Human Resource Department**

Dear Mr Employer,

APPLICATION FOR ANY RECOMMENDED POSITION

I would like to apply position “**ANY RECOMMENDED POSITION**” or recommended position at your company that suitable with my certification and experience. My resume is enclosed for your consideration.

2. I am a holder in information Technology of University Utara Malaysia. I have been working for 2 year 5 month as Fasilitator Schoolnet and have experienced 4 year as Planner. I responsible for planning, scheduling and coordination of all plan able maintenance work performed on the plan order. I also responsible for maintenance of records and files essential to meaningful analysis and reporting or maintenance related mater. I have good written and verbal communication skills, dynamic and enthusiastic approach and able to work in team environment.

3. Currently, I’m working as agency admin at ZS One Organization. I am especially interested in this position I am confident that I would enhance the function and quality of planning at your company.

4. I look forward to the opportunity to speak with you in person to discuss my qualifications further. Please contact me at 012-4649490 or email me at nanie_ris84@yahoo.com to schedule an interview, or if you are in need of additional information.

Thank you for your consideration.

Kind Regards,

Rosnani

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ROSNANI MOKHTAR

