

Dear Sir/Madam,

I am writing to enquire if you have any vacancies in your company that suit with my qualifications. I also can accept any job that unrelated with my field of study because I believe it can increase my knowledge as well as giving me new experience in any field of working environment.

I am currently enrolled in the final year of Bachelor's Degree in Business Administration majoring in Finance at University Technology Mara (UiTM), Kedah. I will graduate in January 2017. My present CGPA is 3.17. I have always had an interest in finance, and my degree helped to further this interest. I wish to bring my knowledge, skills and commitment to excellence to your company's innovative environment.

As a Finance student, I've become equipped with the necessary knowledge that come with the position including management in finance, derivatives, capital markets, investment management and ability to understand and interpret numerical and statistical data.

My internship at Social Security Organisation (SOCSO) also afforded me with the crucial skills to work with some of the best professionals in the human resources industry. There is some parts of finance that I've applied especially when instructed to do task at Finance Department. Being a trainee has developed in me enthusiasm and giving me varied skills and ability to work with different job scopes since I had been rotating for all departments available.

I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others. I'm keen to work for a company with a great reputation and high profile like your company.

Enclosed is a copy of my resume and I am available to attend interview at your convenience. I can be contacted at +6014-9481726 and the following e-mail address: hidayahnhms@gmail.com.

Thank you.

Yours sincerely,

NUR HIDAYAH BINTI MD. SALLEH