

Nur Hayati binti Suhaini@Suhaimi

NO 44 KM 20 Batu 15 Lekir

32020 Sitiawan

Perak Darul Ridzuan

25 April 2017

45, Jalan Dagangan 3,

13200 Kepala Batas,

Pulau Pinang, Malaysia

Dear Sir/ Madam

Application for Training Executive

I have admitting in my application for the post above. The position interest me immensely. Accustomed to success and getting things done, I enjoy challenge and work hard to achieve my objectives. With excellent organizational skills and an outstanding team work ethic, I am well position to exceed your expectations.

Furthermore, I have learned a few subject related with human resources and organization that I believe that I can apply through this position. Experience in various events and programs also have allowed me to develop strong time management, interpersonal and organizational skills, which I see as being important when seeking to work casual employment while continuing to study. I would very much appreciate the opportunity to demonstrate my capabilities to you in person and keep to develop my professional skills.

Enclosed is a copy of my personal profile for the position. Kindly contact me at the above mentioned address or at 017 5383276 or nurhayatisuhaimi93@gmail.com. Thank you for your consideration. I look forward to meeting you in the interview.

Sincerely yours,

Nur Hayati binti Suhaini @ Suhaimi