

Maria Florina anak Lebik,  
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Perwira Global Teknologi Sdn Bhd,  
Kuching, Sarawak,  
Malaysia

29<sup>th</sup> April 2017

Dear Sir / Mdm,

Ref : **JOB APPLICATION AS A SL1M- ADMIN EXECUTIVE.**

In reference to the subject above, I, Maria Florina anak Lebik, interested in being part of your company. The nature of my background, Bachelor Degree of Science with Honours ( Human Resource Development) has prepared me for this position.

With my competence and the ability, I bring the energy and commitment to the table and thrive in your organization's innovative environment. I am a conscientious person who works hard and pays attention to detail. I am flexible, quick to pick up new skills and eager to learn from others. Apart from that, I have almost 2 years working experiences in administrative field. My first job was as an Education Officer (Junior Level) at GEN Education Hub and after that I pursue my job as a Conveyancing Clerk at Satem, Chai & Dominic Lai Advocates in Land & Properties industry.

I would be delighted to discuss further with you at your convenience. I can be reached anytime via email at [MariaFlorinaLebik@yahoo.com](mailto:MariaFlorinaLebik@yahoo.com) or my mobile phone at 019-8460046. Thank you for taking the time to consider this application and I look forward to hearing from you in the near future.

Yours faithfully,  
*Maria Florina anak Lebik*