

MASLINA BINTI GHAZALI

No 122, Kampung Kubu Gajah,
34400 Simpang 4, Semanggol,
Perak

TALENT SUITES SDN BHD

20th March 2018

Dear Hiring Manager,

Sub: Job Application as Account Assistant

I am writing to apply for a position in your organization. I am a fresh graduate from UiTM in Bachelor of Accountancy (Hons).

I believe I am fit and capable to contribute a great deal to the continued success of your company. I hope to gain knowledge and experience there as I trust it is different from any other. I am fast learner, good interpersonal skill and determined to work. I am looking for Account Assistant position or any related position to enhance my skills set.

For your convenience, I have attached my resume for your review. I look forward to speaking with you soon. I can be contacted at 012-541 0816 and the following email address eynaghazali@gmail.com

Thank you for your time and consideration. I look forward to speaking with you soon.

Regards,

Maslina