

Dear Hiring Manager,

APPLICATION FOR ADMIN EXECUTIVE (SL1M)

I am writing to apply for the position of admin executive (SL1M) which was advertised in Workshire website. I am interested working at your company because I am motivated to work in the environment where I can challenge my ability to handle various types of tasks and at the same time contribute to company's development and success. Besides, I am also interested to join this program (SL1M) because I believe I can gain and explore lots of new skill, knowledge and experience.

I am a fresh graduate of Bachelor Degree in Information Science (Hons) Record Management from Universiti Teknologi MARA, Campus Puncak Perdana. I have done five months industrial training at Chief Minister Office Sarawak under State Implementation Monitoring Unit (SIMU) and have been placed at administration, financial, human resource and transformation section (seksyen pentadiran, kewangan, sumber manusia dan transformasi). I have gained knowledge in handling various types of tasks including managing record (filing) and electronic filing system, was exposed to administration task, communicating with people from other agency and also exposed to other task within section in SIMU.

Through industrial training it helped me to build my interpersonal and communication skills because I met different kinds of people from different professions. Besides, it makes me aware the importance of teamwork. Other than that, formal education and industrial training I received have sufficiently prepared me to perform the related task. Even though I have a little work experience in this field but I believe my fully committed to the job, interest and high motivation will not disappoint you.

Thank You in advance for your time and consideration. I would appreciate the opportunity to meet with you and discuss how my qualification will be beneficial to your company's success. You can reach me through my email and mobile number provided. I look forward to hearing from you soon.

Yours Sincerely,

Stephanie Janting Anak Thomas