

Nor Farhana binti Rozlan,
No. 7 Lorong 33,
Taman Seri Inderapura,
25320 Kuantan, Pahang Darul Makmur.

To Whom It May Concern:
Dear Sir/Madam,

Application for Job Employment

I am writing to apply for a position in administration department or finance and others management field that related in your esteemed organization that fully utilizes my professional and personal abilities. My education at *Universiti Teknologi Mara* (UiTM) as well as previous practical experiences has prepared me well to excel in the position that qualified.

2. I have currently finished my study in Bachelor Business Administration (Hons) in Finance; I have been exposed to the real situation of financial job scopes. Besides, I am very passionate and willing to learn the new things especially something related to my job scope in order to develop my skill and knowledge in industry field. Plus, I have abilities in financial skills includes financial planning, management, analysis and basic accounting.

3. Furthermore, I have work experience in Construction Company which is Ottimo Construction for past two months (November & December 2016) as temporary staff. For my past internship experience, Social Security Organization (SOCISO) Kuantan becomes my internship place from February 2016 until May 2016 which allowed me to involve in administration, finance, enforcement and front counter department. 3 month industrial training has helped me to build my interpersonal skills as well as make me aware of the importance of teamwork. I also work as a convincing clerk in legal firm Raja Azhar & Hussain Safri, Advocates & Solicitors in Kuantan for four months in 2014.

4. In particular, I am eager to join your company because of the opportunities for my career enhancement. My interpersonal and communication skills enable me to communicate with different kinds of people from different professions. Even though I have a bit of experience in this field, I believe my interest and high motivation will not disappoint you. I like challenges and your business field can be a great experience. I believe I can work under pressure and will be fully committed to the job

Enclosed is my resume which provides additional information on my background, qualifications and experiences. I would be pleased to attend an interview at your convenience since I am looking for my permanent job. Kindly consider my application as I believe I have the quality required by your company. Please do not hesitate to contact me at norfarhana_rozlan@yahoo.com or mobile phone at 014-5058879.

Thank you in advance for taking time to look at my attached resume.

Yours sincerely,

Farhana

Nor Farhana bt Rozlan