

Siti Shuhana Binti Mohd Sidek
TBP 6941, Lahar Tiang,
13200, Kepala Batas,
Seberang Perai Utara,
Pulau Pinang.

20 March 2017

Dear Sir/Madam,

APPLICATION FOR POSITION AS SL1M (MEDICAL RECORD EXECUTIVE)

Refer to above matter; I am interested to apply as sl1m trainee as the position of medical record executive in Kedah Medical Centre Sdn. Bhd. I'm a fresh graduate from UiTM Puncak Alam in Bachelor of Health Administration (Faculty of Business Administration).

As you can see in my resume, I've been completed my internship in administration department at Hospital Kepala Batas about 4 months. I have gained a lot of experiences and knowledge especially in clerical work. During my internship, I had the opportunity to experience job rotation in human resources unit, finance unit and asset and logistic unit. These job rotations gave me professional and practical experiences in each field in which I can practice more and perform in your organization. Moreover, my educational background in health administration scope matches well with job scope as medical record executive at your organization. Medical record is one of the subjects that need to be taken to fill the requirement during my study. Most of the learning is more to theory than practically and it would be great if I can experience and grooming more about this position at your organization.

Apart from that, I am a diploma holder in Office Management and Technology at UiTM Merbok in which I've been groomed in managerial and typing skills. These skills make me able to perform tasks more effectively and efficiently. I'm also motivated to seek a challenging opportunity where I will be able to utilize my strong organizational skills, educational background and ability to work well with people, which allow me to grow personally and professionally at your organization.

With the hope that a mutual interest develops, I would appreciate an opportunity to join in your organization as sl1m trainee.

I am enclosing with my resume. Thank you for taking the time to consider my application. I hope you view my application favourably and I am available for interview at any time. I can be reached by email sitisuhana11@yahoo.com or phone number; 01121231905.

Thank you.

Sincerely,

SITI SHUHANA MOHD SIDEK