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Group Human Resource and Admin
TASCO Berhad
Lot No. 1A Persiaran Jubli Perak,
Jalan 22/1, Seksyen 22,
40300 Shah Alam, Selangor

Dear Sir/ Madam,

APPLICATION FOR HR / ADMIN OFFICER POSITION

I am writing this letter to enquire the availability of HR / Admin Officer Position in your company, as I am very keen to be a part of this well-established company. I am a degree holder in Occupational Safety and Health (OSH) from Universiti Malaysia Pahang, graduated in 2016.

During my university years, I had been exposed and involved in various fields related to OSH, cumulating towards a final – the application of OSH theories into comprehensive. In addition, I have gone through 6 months industrial training at NIOSH Sandakan and I got the excellent result for my industrial training. I believe these knowledge and my internship experiences had acquainted me with the necessary skills in par with your company's standard.

I am passionate in learning new things and committed with my work. Being able to finish my assignments within the dateline is one of my virtues. My contemporaries describe me as friendly, organized and independent person. I have a good communication and interpersonal skills, hence problem-solving abilities.

Thank you for taking your time to consider this application and I certainly look forward to discuss my qualifications further. I truly hope to hear from your end a positive reply.

Yours sincerely,
Miss Norshafiqah binti Omar