



NUR IZZATI BINTI SALLEH



nurizzatisalleh8@gmail.com



013-5020119



No 28B, Kg Ulu Bakai, Malau 09020
Kulim, Kedah



THE COVER LETTER

Human Resources Manager

18 SEPTEMBER 2017

Dear Mr/Mrs:

I am Nur Izzati Binti Salleh and I graduated from University of Malaya with Bachelor of Science in Environmental Science and Management.

I am writing to apply for vacancy in any position that suitable with my qualification. I aspire to work with a reputed organization in a position where I can develop and utilize my skills and prove my worth for the company. I had completed my industrial training at the Department of Environment (Kulim branch) for three months. I also have working experience as Learning Support Executive under Skim Latihan 1 Malaysia (SL1M) starting in May 2017 until present.

The opportunity presented in your organization is very interesting and I believe that my technical experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position included:

- I strive for continued excellence able working in any condition.
- Proficient in Microsoft Word, Power point and excel.
- Fast learner, diligent, and well discipline with a positive attitude.
- Hard working person, able to work in team or individual and dedicated.

I believe my education and skill will fit your requirement and my skill would be an asset to your company.

Here, I have attached my resume for your review

I look forward to work with your company

Sincerely,

NUR IZZATI BINTI SALLEH