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Negeri Sembilan Darul Khusus.

14th June 2017

Sir / Madam,

Subject: Job Application as a SL1M - Admin / HR Executive.

The above matter is referred.

I am interested to apply for the position opening through Workshire.com.my official website on the post as SL1M - Admin / HR Executive.

2. For your information, I have completed my study at University Kuala Lumpur Business School in February 2017. I will be conferred a degree of Bachelor of Business Administration (Honours) in Islamic Finance in the 14th Convocation ceremony in October 2017.

3. I haven't had any work experience besides an industrial training as a trainee. I have performed well during my internship which had helps me to expose to various practical knowledge and managerial skills. So, experience during study and practical training encourages me to apply for this position. I am strongly believed though graduate employment programme, I can improve my knowledge, skills and strength that which would contribute to the company in a short period of time. Besides, I am very determined, fast learner and highly motivated person that easy-going to works with whether personally or in teamwork.

4. Hereby, I attached my resume for your review and further action. I wish to be given a chance to experience a real corporate world and to learn a new thing at your company.

Your kind attention and consideration is very much appreciated and I would appreciated the opportunity and best served the organization.

Thank you.

Sincerely,

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(FARAH IZZATI BINTI AZIZ)