

Kompleks AlBukhary,
Jalan Langgar, Alor Setar,
05460 Kedah.

15 March 2017

Dear Sir/Madam,

APPLICATION FOR THE SKIM LATIHAN 1MALAYSIA (SL1M)-LIBRARIAN

I am pleased to submit herewith my application for the post of AlBukhary International University Skim Latihan 1Malaysia (SL1m) in your organization. I believe that my qualification and enable me to meet the expectations and demands of the said position.

I am bachelor's degree holder in Library Management from Universiti Teknologi Mara (UiTM) with CGPA 3.46. My academic records as well as my involvements in co-curriculum activities has prepared me for this job and taught me the important of interpersonal skills. As an active person in various activities, I have the opportunities to lead, initiate and manage as well as developing the ability to work with people with different level and social backgrounds. This also allowed me to gain valuable working knowledge.

The resume enclosed will provide you with more details of my qualification and experience. I would be very pleased to discuss to you further on my current duties and achievements as well as the expectation of your current position in your organization.

If you are favourably impressed with my qualifications and experience, I would very much appreciate if you could contact me in advance to set up a meeting to discuss a mutually favourable prospect. You can contact me at the details below. I could come to your office at any time convenient to you.

Yours faithfully,

Athirah

NURUL ATHIRAH MAT ISA



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