

**MUHAMMAD ANSAR BIN FAZIRUDDIN**

No. 27, Jalan 7/1D6,  
Seksyen 7, 43650  
Bdr Baru Bangi, Selangor.

To whom it may concern,

**RE: APPLICATION FOR VACANCY**

Dear Sir / Madam,

Please allow me to do this opportunity to present myself as a potential recruit for your upcoming intake.

I had two and a half 2 ½ years in Administration with solid knowledge in managing contract, agreement, licensing, building maintenance and other administration related function also manage to do multitasking job.

I am presently seeking to join a company that offers opportunity for growth and advancement, where to blend my 2 ½ years experience and skills I've learnt can help in achieving the goals of the company. I would like to exploit my potential and sense of obligation for the benefit of the organization.

Together with the cover letter, I attached herewith my resume for your full consideration. I appreciate your time reviewing my application and it will be pleasure to hear from you soon as I can start working at anytime.

Thank you.

Sincerely,

***Ansar***

(MUHAMMAD ANSAR BIN FAZIRUDDIN)