No, 36 Kampung Kuala Nau,

Malau,

09020, Kulim

Kedah Darul Aman.

Human Resources Executive

Hartalega NGC Sdn. Bhd,

43900, Sepang,

Selangor. 15 April 2021

Dear Sir,

**An Application for the Human Resources Executive – Recruitment**

I am writing to apply for the position of Human Resources Executive as advertised on the Jobstreet.com website on 15 April 2021.

I am a graduate of Universiti Malaysia Terengganu in the field of Bachelor of Policy Management. I will a graduate in December 2021 and intend to apply for a job in your company.

In connection with this of mine, enclosed is a copy of my resume which explains its distinctive meaning. For your imformation, I have served as an operator in the production of hospital goods in a company that requires 3 days notice if required to attend an interview. I have also served as an affialiate marketer in marketing program at a company for 3 years.

I believe that I was able to learn a lot of experience and good communication in 3 years while I served in company in the past. I took forward to an interview with you to discuss my qualifications. Hopefully my wishes can be considered accordingly and the feedback from you, I precede with a word of thank you.

Thank you,

Yours faithfully,

( SITI SYAHIRAH BINTI SHAARI )