

Nur Syaza Balqis Binti Zainuddin,  
Blok F-1-23,  
Lintang Kota Permai 12,  
Taman Kota Permai,  
14000 Bukit Mertajam,  
Pulau Pinang.

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The Human Resource Manager,  
Yeo Hiap Seng (Malaysia) Berhad (Co. No. 3405-X)  
Lot 191, Jalan Utas 15/7,  
Seksyen 15,  
40700, Shah Alam,  
Selangor Darul Ehsan, Malaysia.

04 November 2020

Dear Sir/Madam,

### **APPLICATION OF INTERNSHIP FOR SCIENCES STUDENTS**

Regarding to your post on 21 September 2020 at JobStreet, I would like to apply the above position. I am 19 years old undergraduates student in Diploma Applied Sciences, who are determined and committed. I would like to gain experience under your guidance and challenge myself to adapt with working environment.

Briefly, I love to take part in administration. I have became treasurer and secretary to lots of clubs, classes and organization since my primary school. I served for my school cooperative and also lend my hand for my father's food business. I am meticulous and specific in planing my works and tasks. Find out more about me in my resume that I have attached.

Can't wait to hear from you. Just hit me up on my number 011-12458124 or simply contact me via my e-mail address, [balqissyazalia@gmail.com](mailto:balqissyazalia@gmail.com). I am eager to attend your interview.

Thanks for your time and consideration.

Your faithfully,

*syaza balqis*

(Syaza Balqis)

Enclosed: Resume