

*Mara University of Technology
Lintasan Semarak
26400 Bandar Jengka
Pahang*

September 25, 2004

*Human Resource Manager
Tenaga Nasional Berhad
Kuala Lumpur
Malaysia*

Dear Sir

A TRAINEE IN THE FIELD OF ACCOUNTANCY

With reference to the above, I would be very happy if you could consider me for the above position. I am very interested in working with an organization such as this, as I would be able to apply my knowledge, abilities, skills, and experiences that I gained throughout my studies.

I am currently completing my final year at Mara University of Technology in the Bachelor of Accountancy Program. A copy of my resume is enclosed to give you more details about my education and experience.

Please consider granting me a place for my internship with your company.

Sincerely

ABD. RAZAK SAID

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Enclosure: Resume