**From**

Sufaina Ussan

Bahrain

**To**

The HR department

**Subject**: Job application

Respected Sir/ Madam

I, Sufaina Ussan, would like to apply for HR/ ADMIN position suitable for my qualification in your well reputed and esteemed organisation. I have completed M.B.A (Human Resource) and have a work experience as HR-Admin at Horizon telecoms, Bahrain.

Here with I have enclosed my Curriculum vitae for your kind perusal and consideration. In review of my resume, what it cannot illustrate, however, is the degree of dedication, resourcefulness, and professionalism that I can offer that will be of value to your organization combined with a desire to share my skills.

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I humbly request you to consider my application and do the needful. Awaiting a favourable reply and looking forward to be a part of you in the near future.

Contact number: 36121287, 33218425

Thank you,

Yours Sincerely,   
Sufaina Ussan