**COVER LETTER**

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**Block 6-13-11,**

**Lintang Kampung Melayu 2,**

**11500 Ayer Itam,**

**Penang.**

**15 March 2023**

Dear Sir/Madam,

**APPLICATION FOR FULL-TIME JOB**

My name is Janice Lim, a recent graduate student from Wawasan Open University (WOU), Penang Branch Campus, studying Bachelor of Software Engineering (Hons). I am writing to apply for any permanent full-time job that are suitable and related to my course of study and is currently available at your company. I graduated with Diploma in Computer Engineering in PSDC with a CGPA of 3.68. Besides, my current CGPA is 3.98 and were listed in the Dean List.

As a graduating senior, I have completed all my required coursework, including my final year project and I am currently waiting for my final semester results. As a recent graduate, I am eager to apply my skills and knowledge in a practical setting to learn and grow professionally. I am a fast learner and can quickly adapt to new tasks and responsibilities. Moreover, I am a highly motivated individual who is always eager to learn new things and stay abreast of the latest developments in my field.

If you require further information or would like to discuss my application further, please feel free to contact me at your convenience. I can be reached via phone at **018-7924603** or through email, which is listed in my resume.

Thank you for your time and consideration of my application. I look forward to hearing from you.

Sincerely,

***Janice Lim***

(Janice Lim Ee Lin)

Recent Graduate Student from Bachelor of Software Engineering (Hons)

# RESUME

# Personal Particulars

* **Full Name :** Janice Lim Ee Lin
* **Age :** 24
* **Date of Birth :** 3 June 1999
* **Gender :** Female
* **I/C Number :** 990603-07-5964

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* **Email :** janicelim6587.jl@gmail.com
* **Contact No. :** 018-7924603
* **Address :** Block 6-13-11, Lintang Kampung Melayu 2, 11500 Ayer Itam, Penang
* **Nationality :** Malaysian
* **Marital Status :** Single
* **Hobbies :** Singing, Reading, Watch Movies

# Career Objectives

* To develop myself in the programming field and utilize the skills that I have learnt in my course of study.
* To have an opportunity to obtain new skills and knowledge through a real working environment.
* To build my working experience and professional skills in the field of programming, as well as to serve my organization with determination and commitment.

# Educational Background

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| --- | --- |
| * 2020 – Present : | Wawasan Open University (WOU)  **Bachelor of Software Engineering (Hons)**  **(Current CGPA 3.98)** |
| * 2022 (Jan) – 2022 (April): | Public Gold Marketing Sdn. Bhd. (PharmSuisse)  **3-months internship** |
| * 2019 (Sep) – 2019 (Dec) : | Inari Technology Sdn. Bhd.  **3-months internship** |
| * 2017 – 2019 : | Penang Skills Development Centre (PSDC)  **Diploma In Computer Engineering (3.68)** |
| * 2012 – 2016 : | SMJK Union, Penang  **Sijil Pelajaran Malaysia (5As, 4Bs,1C)**  **Pentaksiran Tingkatan Tiga(1A,7Bs,2Cs)** |
| * 2006 – 2011 : | SJK © Sin Kang, Penang  **Ujian Pencapaian Sekolah Rendah(4As,4Bs)** |

# Knowledge/Skills

1. **Programming Language**

**C programming, C++Programming, C# Programming, Java Programming, Python, ASP.Net MVC, PHP, HTML, CSS, JavaScript**

1. **Software Tools**

**Microsoft Office (Word, Excel, PowerPoint, Project), Visual Studio, Adobe Photoshop, Cisco Packet Tracer, Android Studio, Visual Studio Code, Multisim, emu8086, MPLAB, PIC Simulator.**

1. **Database**

**Microsoft Access, Oracle (MySQL), Firebase.**

1. **Operating System**

**Microsoft Windows (10,7, XP), Android**

1. **PC Troubleshooting**
2. **Networking**

# Soft Skills

* Ability to work independently or as a part of a team
* Highly organised in managing time
* Hard-working and eager to learn
* Languages

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| --- | --- | --- |
| **Language** | **Spoken Language Proficiency** | **Written Language Proficiency** |
| English | Good | Good |
| Bahasa Malaysia | Average | Good |
| Mandarin | Excellent | Excellent |

# Participations And Achievements

* Prefect of Union High School (2014-2016)
* President of Taichi Society (2016)
* Pertandingan Perbarisan Unit Beruniform – Naib Johan (2016)
* Pertandingan Koir Peringkat Negeri – Pingat Gangsa (2016)
* Secretary of Choir Society (2015-2016)
* English Drama – Zone level (2015)
* Pertandingan Forum Remaja – Naib Johan (2015)
* Pertandingan Koir Peringkat Negeri – Naib Johan (2015)
* Vice President of Taichi Society (2015)
* Malam Kebudayaan Union High School (2015)
* Operational Director for YE Elite Enterprise (2015)
* YE Challenge Trophy Best Annual Report – 3rd Runner-up (2015)
* YE Sales Fair at First Avenue – Best Teamwork (2015)
* YE Challenge Trophy for Best Managed YE company – Champion (2014)
* YE Sales Fair at First Avenue – Most Profitable Store (2014)
* Pertandingan Rumah Catur – Naib Johan (2014)
* Vice Secretary of Taichi Society (2014)
* AJK of Persatuan Kebudayaan Tionghua (2014)
* Pertandingan Kuiz TaiChi – Johan (2013)
* Best Librarian of the Year (2013)
* Vice Secretary of Table Tennis Association (2012-2013)
* AJK of Taichi Society (2012-2013)
* Librarian in Union High School (2012-2013)

# Referees

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| --- | --- | --- |
| 1. | Name : | Dr Tan Choo Jun |
|  | Position : | Lecturer of WOU |
|  | Email : | cjtan@wou.edu.my |
|  | Contact No.: | 016-4836523 |
|  |  |  |
| 2. | Name : | Tan Poow Suan |
|  | Position : | Lecturer of PSDC |
|  | Email : | Pstan5048@yahoo.com |
|  | Contact No.: | 019-4744380 |