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INTRODUCTION

This assignment is divided into 2 task which is task 1 and task 2. Task 1 is to be completed individually and task 2 will be performed in a group as per grouping in your Assignment 2. In task 1, it request us to create a letters and the curriculum vitae based on the scenario.

In task 2, it related with the previous assignment where it request to live demonstration and present how to make objects by using the Serif Drawplus X6.

Skill Area

502.2 Seek and Apply for Work

- CV and letter of Application
- Letter of Resignation and Letter of Acceptance

503.2 Give a Demonstration / Presentation

Life Skill

The life skills that will be assessed throughout working on this assignment will be on:

- Self-management
- Planning and organizing
- Communicating
- Problem solving
- Learning
- Initiative and Enterprise
- Applying Numeracy, Design and Technology Skills
- Working with Others

PART A

1. LETTER OF APPLICATION

Shahril Radziman bin Silau
No.9 Kg Kiudang, Jln Mungkom,
Tutong TE1543
Negara Brunei Darussalam

15th December 2014

Bangga Human Resource Manager
iTrain (B) Sdn Bhd
Megan Avenue 1, Seri Kompleks, BSB 2771,
Negara Brunei Darussalam.

Dear Ms. Wilhemina,

Application Job for Desktop Application Trainer

I enclosing my resume in response to the job advestment for position Desktop Application Trainer which appeared in the page 28 of a local newspaper, Borneo Bulletin on 14th November 2014.

I recently graduated from Micronet International College (MIC) with course a Diploma in Information Technology and specialization in PC Maintenance and Troubleshooting and Software Engineering on 2014. During my final year of college, I worked with Brunei and Muara District Official as Technician. From there, I be able to learn how to solve troobleshooting in computer and software. I was also good well in communication to each other which it allow me to have many friends and team work in any project.

Through this letter and my curriculum vitae, I hope you can take me as employee for the.

Your sincerely,

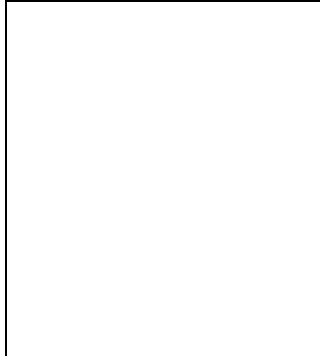
Shahril

Shahril Radziman bin Silau

LANGUAGE AND COMMUNICATION

2. CURRICULUM VITAE

CURRICULUM VITAE



PERSONAL INFORMATION

FULL NAME: SHAHRIL RADZIMAN BIN SILAU	
ADDRESS: No.9, Kampong Kiudang Jalan Mungkom, TE1543 Tutong, Negara Brunei Darussalam	CONTACT INFORMATION Tel. No: 4230764 HP No: 7114683 Email: Shahril3001.SR@gmail.com
IC NO & COLOUR: 01-082691	NATIONALITY: Bruneian
PLACE OF BIRTH: Brunei Darussalam	DATE OF BIRTH: 30 January 1992
AGE: 23 Years Old	GENDER: Male
MARITAL STATUS: Single	RELIGIOUS: -
RACE: Dusun	DRIVER'S LICENSE: Class 3

EDUCATIONAL DETAILS


SCHOOL/UNIVERSITY PROFESSIONAL INSTITUTION	FROM	TO	HIGHEST QUALIFICATION OBTAINED
Micronet International College	March 2012	March 2014	BDTEVC Diploma in Information Technology
Sekolah Menengah Raja Isteri Pengiran Anak Saleha	2005	2010	G.C.E Ordinary Level: 7 'O' Level
Sekolah Rendah Lamunin, Tutong 1	1998	2004	Penilaian Sekolah Rendah (PSR)
Mustadim Primary School	1996	1997	KG 2

LANGUAGE AND COMMUNICATION

WORKING EXPERIENCES			
WORK PLACE	FROM	TO	POSITION
Jabatan Daerah Brunei dan Muara	April 2016	June 2016	Technician

LANGUAGE PROFICIENCY										
DIALECT		SPOKEN			WRITTEN			UNDERSTANDING		
		WELL	FAIR	POOR	WELL	FAIR	POOR	WELL	FAIR	POOR
1.	Malay	/			/			/		
2.	English		/			/			/	

COMPUTER COMPETENCY	
1.	Microsoft Office: 2000, 2007, 2010 and 2013
2.	Microsoft Office Application: Words, Excel, Access, Visio, Power Point and Publisher
3.	Computer Programming Software: Adobe Dreamweare, Adobe Photoshop
4.	Operating Systems: Microsoft Windows 8/ Microsoft Windows 7/ Vista/ XP
5.	Video editing: Windows Movie Maker, MS Power Point, Cyberlink PowerDirector

EXTRA CURRICULAR ACTIVITIES (Hobbies/ Interest/ Sports)
<p>Confidence building: activities working with others and building relationship, meeting up with new people</p> <p>Team building: Work together and share knowledge and experience as team work.</p> <p>Sports: Badminton, Cycling and Running.</p>
<p>I hereby declare that the information that I am submitting in this form is to the best of my knowledge and in every respect true and correct.</p> <div style="text-align: center; margin-top: 20px;">  </div> <div style="text-align: center; margin-top: 10px;"> <u>Shahril Radziman bin Silau</u> Signature over Printed Name </div>

3. LETTER OF RESIGNATION

Shahril Radziman bin Silau
No.9 Kg Kiudang, Jln Mungkom,
Tutong TE1543
Negara Brunei Darussalam

27 November 2020

General Manager
Unit 11, Ground 2 Floor
Postal Services Department,
Jln Masjid Omar Ali Saifuddien,
BBS BS2713, Brunei Darussalam.

Dear Mr Gilbert,

Letter of Resignation

It is with regret, I am writing in order to inform you about my resignation from current position as Desktop Application Trainer with Postal Services Department. I was worked for the company on 22 February 2015.

I resign this job because I had offered scholarship by the government to England to continue my studies and my last day of employee will be on 22 November 2020.

I appreciate the opportunities I have been given at Postal Services Department and your professional guidance and support. I wish you and the cooperation will success in the future.

Your sincerely,

Shahril

Shahril Radziman bin Silau

4. LETTER OF ACCEPTANCE

Shahril Radziman bin Silau
No.9 Kg Kiudang, Jln Mungkom,
Tutong TE1543
Negara Brunei Darussalam

4230764/ 7114683
21 January 2015

Bangga Human Resource Manager
iTrain (B) Sdn Bhd
Megan Avenue 1, Seri Kompleks, BSB 2771,
Negara Brunei Darussalam.

Dear Ms. Wilhemina,

Letter of Acceptance

It is with a great of appreciation that I am writing this letter to officially inform you that I very accepted for your job offer. I look forward to being your new Desktop Application Trainer at Postal Services Department, Bandar Seri Begawan.

After our discussion through the meeting, I am very confident that you were not regret to choose me for this position and I will worked hard for the company. I will start working as you new Technician on 22 February 2015 as agreement. I am anxious to begin working for the company and I am sure that I can make positive contribution in keep on the company goal.

I thank again you because you have accept me for the job.

Your sincerely,

Shahril

Shahril Radziman bin Silau

CONCLUSION

This assignment is divided into 2 task which is task 1 and task 2. Task 1 is to be completed individually and task 2 will be performed in a group as per grouping in your Assignment 2. With this assignment, I have learn how to make letter and curriculum vitae with right way. No only that, by this assignment, it can add more experience and knowledge for us as student.