Dear Mr/Mrs,

I hope you're well. I would like to say thanks for the interview opportunity on 15 November 2023. I'm really excited about the chance to work with your team.

I appreciate the time you took to talk about the internship. Hence, I'm confirming my attendance for the interview on Wed Nov 15, 2023 5pm – 5:30pm. I'm looking forward to discussing how I can contribute to the team.

Let me know if you need anything from me before the interview. Please do not hesitate to contact me via email [anishahzailan@gmail.com](mailto:anishahzailan@gmail.com) or phone 0199083309.

Best Regards,

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(Anishah Hawa Zailan)

Certainly! Below is a script that you can use as a basis for discussing how, as a software engineering student, you can contribute to a role in Instrument and Control Engineering within the GEES (Group Engineering and Project Delivery) Instrument and Control team at PETRONAS during an interview:

\*\*Interviewer:\*\* Good [morning/afternoon], [Your Name]. We're glad to have you here. To start, could you share a bit about your background in software engineering?

\*\*You:\*\* Good [morning/afternoon], and thank you for having me. I'm currently pursuing a degree in software engineering, and throughout my coursework, I've gained a solid foundation in designing and implementing software systems. I've worked on various projects, including [mention a relevant project or experience], which allowed me to apply my skills in developing and optimizing software solutions.

\*\*Interviewer:\*\* That sounds interesting. In this role, we're primarily focused on Instrument and Control Engineering. How do you think your software engineering background can contribute to our team?

\*\*You:\*\* Absolutely. While my main focus has been software engineering, I believe my skills can bring valuable contributions to the Instrument and Control team. Firstly, I have experience in designing and implementing software interfaces for control systems. This includes developing intuitive human-machine interfaces (HMIs) that enhance user interaction with control systems.

\*\*Interviewer:\*\* That's relevant to our work. Can you provide an example of a project where you successfully integrated software with hardware systems?

\*\*You:\*\* Certainly. In [mention project name], I collaborated with a multidisciplinary team to integrate a software control system with a hardware prototype. My responsibilities included developing the communication protocols and ensuring seamless interaction between the software and hardware components. This experience enhanced my ability to work in cross-functional teams and integrate software into broader engineering solutions.

\*\*Interviewer:\*\* Collaboration is essential in our projects. Apart from integration, what other aspects of software engineering do you think could benefit our team?

\*\*You:\*\* Documentation is another key aspect. Throughout my projects, I've maintained comprehensive documentation, including software architecture, code documentation, and system integration details. Clear and thorough documentation is crucial for effective communication within the team and ensures the maintainability of the systems we develop.

Ms. Johnson: Good afternoon, Alex. Thanks for coming in. To start, can you tell us how your background in software engineering aligns with the first responsibility listed, "Fulfil tasks set out by supervisors from several departments"?

Alex: Good afternoon, Ms. Johnson. Absolutely, my experience in software engineering has equipped me with the ability to understand and fulfill tasks from various departments. In my previous role at [Previous Company], I worked closely with cross-functional teams, ensuring that the software solutions I developed met the specific requirements and objectives set by different departments.

Ms. Johnson: Great to hear, Alex. The next point is about coordinating and leading meetings with subject matter experts. Can you provide examples of your experience in this area?

Alex: Certainly. In my previous position, I often led meetings where I collaborated with subject matter experts to gather requirements and ensure a clear understanding of the project goals. This involved effective communication, active listening, and translating technical details into comprehensible information for all stakeholders.

Ms. Johnson: That's essential for our collaborative work environment. Moving on to the third responsibility, "Perform research/testing/development on software program/database and platforms." How would your skills contribute here?

Alex: I have a strong background in conducting research and development for software programs and databases. During my internship at [Internship Company], I was involved in testing and refining software solutions. I'm also accustomed to staying updated with emerging technologies to ensure our software remains cutting-edge.

Ms. Johnson: Excellent. Now, the fourth responsibility involves reviewing, evaluating, testing, and enhancing software, including integration and finalization using machine language/AI and other tools. How do your skills align with this?

Alex: I've worked extensively on the entire software development lifecycle. From reviewing and testing code to integrating machine learning and AI components, I'm well-versed in ensuring that the software not only meets specifications but also leverages advanced technologies for optimal performance.

Ms. Johnson: Good to know. Moving on, "Generate reports/presentations and present findings/research/conclusions." How have you handled this aspect in your previous roles?

Alex: Communication is key in software engineering. I've regularly generated comprehensive reports and presentations to convey technical information to both technical and non-technical stakeholders. This includes presenting findings, research progress, and conclusions in a clear and understandable manner.

Ms. Johnson: Finally, the last responsibility involves leading digital transformation initiatives. How might your skillsets in data engineering, data science, and analytics contribute to this?

Alex: Digital transformation is an area I'm deeply passionate about. In my previous role at [Previous Company], I led a team in implementing data-driven solutions, leveraging data engineering, data science, and analytics. I believe my skillset aligns perfectly with driving the digital transformation initiatives outlined, bringing efficiency and innovation to the engineering function.

Ms. Johnson: That's impressive, Alex. Your experiences and skills indeed seem to align well with the responsibilities outlined for this role.