

Subashini Venkatramanan  
86-M Taman Sentosa, Bukit Baru,  
75150 Melaka, Malaysia  
010 – 370 5742

4<sup>th</sup> July 2014

Dear Sir/ Madam,

I am writing to express my interest in any suitable job openings available. I am a fresh graduate from Universiti Tunku Abdul Rahman (UTAR) with a degree in Environmental Engineering and I believe I am qualified for an entry level position in your company.

I interned at Infineon Technologies (Malaysia) Sdn. Bhd. and was assigned to the Plant Facilities Department. I was exposed to wastewater treatment processes and I believe my internship experience and knowledge gained from my course will allow me to contribute to your company.

I am looking for a position to kick-start my career as an engineer with the right amount of exposure preferably in the field related to environmental engineering.

Lastly, I would like to express my sincere gratitude for the consideration and I would like the chance to further elaborate my qualifications through an interview. My resume is attached along with this cover letter. Looking forward to hearing from you.

Yours sincerely,

Subashini Venkatramanan



Subashini Venkatramanan

### **Personal Particulars**

Age : 24  
Gender : Female  
Identity Card No : 900103-01-6288  
Email Address : supshi@hotmail.com  
Phone number : 010-3705 742

### **Career Objective**

To obtain an entry level position in order to further understand, apply and practice skills acquired at an undergraduate level in any relevant field applicable to environmental engineering principles.

### **Long Term Career Expectations**

To specialize and lead in the field of consulting and/ or industry.

### **Education**

Undergraduate : Bachelor of Engineering (Hons) Environmental Engineering  
Institution : Universiti Tunku Abdul Rahman (UTAR)  
Duration : May 2010 – May 2014  
CGPA : 3.62  
Achievements : First Class Honours, President's List (1 semester) and Dean's List (5 semesters)

**Education (cont.)**

Related Coursework	: Environmental Impact Assessment : Environmental Management System : Wastewater Treatment : Solid Waste Management : Environmental Health & Sanitation : Renewable Energy : Highway & Transportation System
High School	: Malacca High School
Duration	: June 2008 – December 2009
Qualification	: STPM
CGPA	: 2.67

**Previous Work Experience**

Company	: Infineon Technologies (Malaysia) Sdn. Bhd.
Position	: Intern (Industrial Training) at Plant Facilities (PF) Department
Job Description	: Waste water treatment plant (technology and legal requirements)
Duration	: October 2012 – December 2012

Company	: Raki Thomas & Ramanan , Chartered Accountants
Position	: Temporary
Job Description	: Receptionist / Clerical assistant
Duration	: March 2008 – May 2008

**Skills and Strengths**

Able to work in teams.

Computer Literacy : Microsoft Word, Excel, Power Point, World Wide Web

Communication [0=Poor, 10=Excellent]	Language	Spoken	Written	Presentation
	English	10	8	8
	Malay	7	8	7

**Compensation**

Expected Salary : RM 2,600