

Dear Sir/Madam,

Good Day

I am writing to inquire if you have any vacancies in your company. I enclose my CV for your information.

As for your information, I have internship experience at Bahagian Pusat Pemasaran, Komunikasi Korporat & Pembangunan Perniagaan Kolej Universiti INSANIAH. My role is design a banner, streamer, flyers, poster, t-shirt, bulletin and other that involve design. The design that already approved by director must be printing.

In diploma I go internship at Eureka Complex, USM Pulau Pinang. My role is maintain the system and computer in Eureka. I troubleshoot and format the computer, if have a problem.

I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others. I also have lots of ideas and enthusiasm.

I have excellent references and would be delighted to discuss any possible vacancy with you at your convenience. In case you do not have any suitable openings at the moment, I would be grateful if you would keep my CV on file for any future possibilities.

Below is my detail.

Thank You.
Best Regards,

Mohamad Ammar Zuhdi Bin Zolkifli
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