

Human Resource Department,  
Recruitment Manager.

Dear sir/madam,

I am applying today for Safety Coordinator/Safety Attendant position, looking for opportunities to join in your esteemed organisation.

In the past year, I have been working as Safety Assistant in an Aviation Industry at Pos Aviation Sdn Bhd (formerly known as KL Airport Services Sdn Bhd). My experience as safety personnel has afforded me an all-rounded skill set which includes top strategic planning and program management capabilities. I excel at:

- Recommending and implementing procedural and training changes.
- Improving safety through observation, training and continued oversight.
- Counselling staff on proper procedures for completing tasks and handling materials.

In terms of my personal career goal, I am looking forward to get a further 2 years of experience in different industry in order for me to register with the Department of Occupational Safety and Health (DOSH) as a 'Green Book' holder, Safety & Health Officer. I believe your organisation would provide me with a great avenue towards achieving my short term goal besides relishing my dream to convince EVERYONE to have that vital awareness on safety and health in our daily life. I would love to continue my journey with you and accomplish my personal mission mentioned even after I managed to accomplish my short term goal.

Hence, I am certain I would make a valuable addition to your organization. I would like to thank you for reviewing my cover letter and CV. I am available to discuss on how my expertise would meet your needs at your convenience.

Thank you.

Sincerely,  
Muhammad Anas Danial bin Noradzman  
I/D No: (921214 – 10 – 5657)