

Dear hiring manager,

It is most opportune for me to write this cover letter to apply for the available position at your esteemed company that may suit with my qualification which applicable.

I am Mohd Aideed Bin Amir Hamzah, a graduate from UiTM Merbok, Sungai Petani, Kedah. I hold a degree in Bachelor of Information Science (Hons.) Library Management with an approximately 4 months industrial training at Universiti Sains Malaysia, Engineering Campus in Library Department. I am also hold a diploma in Information Management at UiTM Merbok, Sungai Petani, Kedah. Even though my scope of experience are not diversified with a status of fresh graduate, but I truly believe that the skills I have developed so far provided me a solid base to further build up my career.

Therefore, I would be most appreciating if your good self would graciously consider my application. Hereby I have attached my resume for your review. Hope to hearing from your concerning regarding the interview in future.

Thank you for your time and consideration.

Best regards,



PERSONAL INFORMATION

NAME : MOHD AIDEED BIN AMIR HAMZAH

ADDRESS : F – 605 SUNGAI RAWA, SIMPANG LIMA, 34200 PARIT BUNTAR, PERAK

CONTACT NUMBER : 011-11100469

E – MAIL : adyaideed@gmail.com

I.C NUMBER : 930707 – 12 – 5239

DATE OF BIRTH : 07 JULY 1993

AGE : 23 YEARS OLD

MARITAL STATUS : BACHELOR

EDUCATION

- 2014 – 2016 UiTM KEDAH
BACHELOR OF INFORMATION SCIENCE (HONS) LIBRARY MANAGEMENT
- 2011 – 2013 UiTM KEDAH
DIPLOMA IN INFORMATION MANAGEMENT
CGPA : 3.01
- 2010 – 2011 UiTM PENANG
PRE – DIPLOMA IN BUSINESS MANAGEMENT
CGPA : 3.57
- 2006 – 2010 SEKOLAH MENENGAH KEBANGSAAN ALANG ISKANDAR
SPM : 3A-

CAREER OBJECTIVE

To apply my experiences of library skills, computing skills and gain knowledge in a position with a growing firm

WORKING EXPERIENCE

Freshly graduated

FEBRUARY 2016 – JUNE 2016 INDUSTRIAL TRAINING AT USM ENGINEERING LIBRARY

COMPUTER SKILLS

Microsoft Office (Word, Powerpoint, Access, Excel, Publisher)

Adobe (Photoshop, Illustrator, InDesign, Dreamweaver, Flash)

LANGUAGE

Spoken and written language : Bahasa Melayu and English

PERSONAL STRENGTH

I have been described as a highly motivated person. I am willing to learn and accept any consequences from my action. I am also a fast- learner and I can work independently as well as work in a team. Willing to move and can start from any level of position.

EXPECTED SALARY : (negotiate)

RM2000