

16 January 2018

Nurfarah Aniza Shamsul Iman

No.18, Jalan Anggerik Liparis 31/152

Kota Kemuning 40460

Shah Alam,

Selangor, Malaysia.

Dear Sir/Madam,

RE: APPLICATION FOR THE ROLE OF PROCESS ENGINEER

As to the above statement, I am interested in applying for a position in your organization. I graduated from University of Sheffield with Master in Engineering in Chemical Engineering (2.1 Hons). I have a great academic and curricular records. I am passionate in the renewable energy, energy and sustainable development. As for my technical skills I am able to work with AutoCAD, MATLAB, Aspen Plus and Microsoft office. I love to work in an environment that require me to use my analysing, problem solving skills and love where I can not only apply the knowledge that I have learnt but also I can expand my knowledge.

I do not have much working experience, the only experience I have was 4-month training under Sime Darby Slim Latihan Satu Malaysia (SL1M) under Operation unit in the Renewables department. During the training programme, I had undergo in class training on how to work in the field and how what to expect when working. For my on job training, I have been assign to work with the Renewables Department where I need to understand the step by step operation and I was assign to prepare the Standard Operation Procedure and HIRARC for all the compost plant. The experience that I was able to obtained was how to handle the operation of a compost plant and ensure the operation runs smoothly to produce the product as per demand. I was being expose to marketing job as well, I represent my department in the big event such as PIPOC and Hari Peladang to promote our products and prepare the brochure for the events. From this experience it helps me in improve my team work, confident level and communication skills. Not only my personal skills, the experience also improve my technical skills such as data entry, research and project management skills.

I may not have much working experience but during my studies I had handle big events that help me to build up my skills. I have experience in handling large scale project such as sport and charity event during my studies. For the sport event, I was the head of the volunteering unit. This helps to build my communication and leadership skills as I need to overcome any problem on the day of the event so that the event is a success. I was also the head of sponsorship unit for a charity events, this helps to expose me how to prepare all the documents and how to work with other companies formally to ask for sponsorship for the events.

I am looking for an opportunity and would love to work in an organisation where not only I can apply what I have studied but to expand my knowledge in the engineering field as well. Therefore, I am looking for a role or position in your organisation that is suitable for my field which is Chemical Engineering. I can call myself a knowledge seeker who love to learn new things and a fast learner.

I may have no experience in this field but I can ensure you that I am ready to face the real world as a challenge and I am a hardworking person who can work in any environment and situation. I can work under pressure to complete my work in time and I am able to work in teams and individual.

I enclose a copy of my CV for your reference. I hope that you would give me the opportunity for me to apply my skills and passion to build up my experience in this industry. Thank you.

With kind regards,

Nurfarah Aniza Shamsul Imran.