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Human Resource Department,
Perunding K&H Sdn Bhd,
Alor Star Kedah.

Dear Sir/Madam,

APPLICATION FOR SL1M – ELECTRICAL ENGINEER EXCECUTIVE POSITION

With all my respect, I wish to apply for the above position. I am a fresh graduate of Mechatronics Engineering at Universiti Malaysia Pahang (UMP) with CGPA of 2.56. I am also keen to explore any other entry level positions available compatible with my field.

I have gone through a ten weeks industrial training in electrical component company, ACME Ferrite Sdn Bhd where I was given task a to assist my supervisor who is Senior Technician in tooling department. I have performed well during the training which had helped me expose to various practical knowledge and management skills. I also experienced as an operator and quality control inspector during the industrial training attachments.

My personality is hard worker and have experiences as team leader and team member for design and engineering projects during my engineering studies. I am a quick learner and can easily adapt to the new environment. I am free to experience new things and have good learning attitude with initiative to improve. I also have knowledge of part/assembly creation and modeling in Auto CAD and CATIA software.

I believe my knowledge and technical know-how in the field of engineering will help me contribute a great deal to the company. Above all, I possess the interest and determination to perform well in the graduate position you are offering. I would greatly appreciate an opportunity to discuss my career interest in greater details with you. Thank you for taking time to read my letter. I look forward for this application.

Thank you,

Yours sincerely,
FATIN ZULAIKA BT HASAN