

Ahmad Baihaqi bin Zainuddin,  
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25th July 2017.

Sir,

I am writing to apply for the suitable position at your company. Currently, I have complete my Bachelor in Quantity Surveying (Hons) and I am looking to secure the suitable position with this company as soon as possible. I believe that my interest and skills match with your requirements and I am keen to be a part of your successful organization.

As a graduate in Bachelor of Quantity Surveying (Hons) from UiTM, I am eager to explore new tasks and challenges apart from my major qualification field. I would take it as an opportunity to gain experiences and exposure in this field and as part of the learning process in building up my career.

I am highly adaptive to any environment and possess good understanding of measurement of construction works, contractual management, construction economics and construction technology knowledge in the competitive construction environment. I have excellent public relation skills and can be very cooperative when it comes to teamwork while I am great at working independently. I assure you I will give my best effort in delivering the entire task given. I am deeply honored to have the opportunity to work with your company.

Enclosed is my resume for your kind perusal. I would appreciate the opportunity to speak and demonstrate more fully how my qualifications can meet your needs and benefit your organization. Please do not hesitate to contact me for other information or references. I look forward to hearing from you soon. Thank you for your time and consideration.

Sincerely,

Ahmad Baihaqi bin Zainuddin,  
Graduate Bachelor in Quantity Surveying (Hons),  
UiTM Seri Iskandar, Perak.