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Dear Mr./ Ms,

I am interested in the position offer by your company .I've been study in Bachelor (Hons.) of Library Science and Information Management, Major in Library Science & Information Management.

I have experiences in planned, managed and organized a program such as Open Day to attract library user. I was excellent to work in a group or individually. I always work based on theory and practice.

I also an updated person with environment. It is my interest to know what happen on my surrounding. I am so sure that you will be honored to have me in your company.

I completed my internship program at Kolej Damansara Utama (KDU) Glenmarie, Shah Alam and Damansara Jaya, Petaling Jaya (31 December 2015). During my internship, I have been given a task to conduct a library orientation and literacy class for new student. From that, I gained so much experience on how to deliver the message to user.

My expected salary is around RM 1,500 to RM 2,000 per month based on my qualification and knowledge. Here, I already provide you with my resume for you to consider me for this position. I look forward for your response.

Sincerely,

Shantie Binti Mohamad