

TO WHOM IT MAY CONCERN

Dear Dato'/Prof/Dr./Sir;

RE: APPLICATION FOR ACADEMIC POSITION (LECTURER/ TUTOR)

I am writing to apply for the lecturer/tutor position advertised in the mass media. As requested, I am enclosing a completed job application, my certification, my resume and five references.

2. The opportunity presented in that listing is very interesting, and I believe that my strong work experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:
 - I have successfully has worked in several private and Government Link Companies (GLC).
 - I strive for continued excellence.
 - I provide exceptional contributions to the specific companies and entire communities.
3. I am very interested in pursuing a career in the area of lecturer/ tutor. My academic transcript, which I have enclosed, shows that I have completed a wide range of subjects that provide me with a firm base of knowledge and skills relevant to the requirements of the lecturers' position. I also had 5 years working experience pertaining to the academic line at the Kolej Universiti Islam Antarabangsa Selangor (KUIS) and Universiti Putra Malaysia (UPM) as a part time lecturer which helped me expose to various academic skills and also practical knowledge.
4. My attached resume demonstrates my capacity to be able to work in a team environment, set and achieves long and short term goals, thinks analytically and solves problems. I believe my knowledge and technical know- how in the field of academic will help me contribute a great idea to the University. Above all, I possess the interest and determination to perform well in the position you are offering.
5. With a Bachelor of Science Degree in Human Resource Development (HRD), Universiti Teknologi Malaysia and Masters' degree in Human Resource Management from Universiti Utara Malaysia, I have a full understanding of the matters related to Human Resource Development and Management. I also have experience in teaching and learning process and crab the new technologies and development as needed. Please see my resume for additional information on my experiences.

I can be reached anytime via my cell phone, 016-3055243 and the following e-mail address: syedabbasaliuum@gmail.com. Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

syedabbasali

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SYED ABBAS ALI B. AYUB KHAN