

Date: 25th February 2017

NAME: Jececa Empang

ADDRESS: No. 39, Taman Meranti,
Kuching-Kota Samarahan Expressway
94300 Kota Samarahan, Sarawak

To whom it may concern,

Dear Sir/Madam,

APPLICATION FOR HUMAN RESOURCE OR ANY RELATED POSITION

According to above, I am Jececa Empang, would like to apply for Human Resource position in your company. I graduated from University Malaysia Sarawak in Human Resource Development in 2014. I am just graduated with Master's Degree in Human Resource from University Malaysia Sarawak last November. While doing my Master's, I am doing some part time job such as food delivery and research assistant.

I have attached my resume detailing my other qualification and achievement for your perusal.

I am looking forward to being granted an interview with your company, as I believe there is a great potential for my career development under the guidance of your company. I can be reached at 013-8313570 or iamjececaempang@gmail.com. Thank you for your time and consideration.

Yours sincerely,

(JECECA EMPANG)

JECECA ANAK EMPANG

Position applied: Human Resource/Admin or any related position

PERSONAL INFORMATION

CONTACT INFORMATION

Age : 27 Years Old
Date of Birth : 08 January 1990
I.C. No. : 900108135622
Gender : Female
Marital Status : Single
Race : Iban
Religion : Christian

ADDRESS:

No. 39, Taman Meranti,
Kuching-Kota Samarahan Expressway,
94300 Kota Samarahan, Sarawak

CONTACT: 013-8313570

E-MAIL: iamjececaempang@gmailcom



EDUCATIONAL BACKGROUND

SOFTWARE SKILL

2014-2016	Universiti Malaysia Sarawak – Master's Degree CGPA: 3.65
2010-2014	Universiti Malaysia Sarawak- Bachelor Degree CGPA: 3.06
2008-2009	SMK Rosli Dhoby - Sijil Tinggi Pelajaran Malaysia (STPM) CGPA : 2.75
2003-2007	SMK Sibujaya- Sijil Pelajaran Malaysia (SPM) Grade: 2A, 5B, 1C



JOB HISTORY

1) Position	: Part timer	
Industry	: Food delivery/child care/research assistant	
1) Position	: Internship student	
Company Name	: Ironwall Sdn Bhd	
Industry	: Wood Industry	
Duration of job	: Date Joined: June 2013	Date Left: August 2013
2) Position	: Temporary Teacher	
Company Name	: SK Lubok Palaie, Sibujaya	
Industry	: Education	
Duration of job	: Date Joined: July 2010	Date Left: Nov 2010

SEMINAR/TRAINING

- Occupational Safety and Health Induction (2013)
- Seminar Kerjaya Pilihanku (2011)

LANGUAGES

AVAILABILITY / EXPECTED SALARY

Language	Written	Spoken	Expected Salary : RM 1800 Availability : Immediately Own Transport: YES Driving License: D
English	Moderate	Moderate	
Bahasa Malaysia	Excellent	Excellent	
Bahasa Iban	Excellent	Excellent	

REFEREES

Mr. Abang Ekhsan Abang Othman (Dean) Faculty of Cognitive Sciences and Human Development, University Malaysia Sarawak 94300, Kota Samarahan Tel: 082-581569	Prof Madya Dr. Rusli Ahmad (FYP Supervisor) Faculty of Cognitive Sciences and Human Development, University Malaysia Sarawak 94300, Kota Samarahan Tel: 082-581561
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