

Farahiyah binti Hussin,  
No: 5 Jalan Temerloh Jaya,  
Taman Temerloh Jaya,  
28000 Temerloh, Pahang,  
Telephone: (6) 011-1295-4290  
Email ID: [farahiyah1406@gmail.com](mailto:farahiyah1406@gmail.com)

27<sup>th</sup> February 2017

The Human Resource Department,

**APPLICATION FOR THE PRODUCTION SALES COORDINATOR POST**

Dear Sir/Madam,

With reference of above matter, I would like to submit my application for this position in this company. I am confident that my background and abilities match for the job. Please allow me to highlight my skills and competencies that match with the job requirements.

- Experienced in working with technical and management part during internship with oil and gas services company.
- Proven computer skill in Microsoft Office and also engineering software such as SketchUp, AutoCad, HYSYS, ICON and MATLAB.
- Experienced with OSH Legislation, and the knowledge of Process Safety as I just attended Safety and Health Officer (SHO) Course Programme and also completing the Online Safety Course conducted by IHRDC.
- Good communication, presentation, verbal and written skills used to be debater and successfully develop presentation, write reports and draft correspondence.
- A problem-solver who is able to efficiently collect and analyze information to find workable solutions and very committed team member.

I am sure that I can be a very useful member and make significant contributions to this company, and I would welcome the opportunity to work in this company. I can be contacted at **(6)011-12954290** and the following email address : [farahiyah1406@gmail.com](mailto:farahiyah1406@gmail.com). Thank you so much for your consideration. I look forward for your response.

Yours sincerely,

FARAHYAH BINTI HUSSIN