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To Human Resources Division,
Agensi Pekerjaan Dream Job Sdn. Bhd

24th July 2017

Dear Sir/ Madam,

APPLICATION FOR JOB PLACEMENT

With regard to the above matter, I am writing in seeking job placement in your organization in the position of QC.

I am a fresh graduate from Universiti Tun Hussein Onn Malaysia in Bachelor of Civil Engineering with Honors. I am considerably fluent in English and able to use several computer software effectively. Other than that, I also have a good communication skills, leadership and interpersonal skills that are developed during my studies and through all the activities that I participated in the university. I also have experience doing some basic tasks for various departments in a company during my internship period.

I have gone through 10 weeks internship at JKR Pontian in my 3rd year. During my internship, I manage to handle multitask given my supervisor such as attend a meeting with District Officer and Contractors, make a site visit and review the progress every week on the site. I was enjoyed working at site during there.

Above all, I possess the interest and determination to perform well in any position that you offering. I would like to use my knowledge, experience and skills to contribute to the success the company.

With this, I included my resume to your reference. I hope you will consider my application for any position in your company. I can be contacted at 012-7305423 or my email umizakariah@gmail.com .

Sincerely,

Umi Kalthum