

Fazliana Binti Musa

Kg. Bukit Hitam,

Kuala Pegang 09110 Baling

Kedah Darul Aman.



To whom it may concern

Dear sir/madam/HR,

APPLICATION FOR JOB VACANCY

Referring to the above matter, I would like to submit my application for the job vacancy that related to my background, qualification and experience at your organization. I am writing to inform you on my interest for the position that you are offering.

I have gained some experience during holiday internship session by learning on how to use AutoCAD to have some slight change on the ongoing construction drawing due to the overload structure for the supermarket construction. Plus, I also gained the experiences on calculating the taking off sheet for the ongoing construction for the company. Besides that, I have also gained the knowledge and experience about project management, setting out the work in accordance with the drawing and specification, preparing daily activities, and site diary during my industrial training. The main reason why I want to join with your organization is that I am really interested with the design work either structure or infrastructure, supervision of the site project and at the same time will improve my technical skill. I am also interested to work at consultation firm or construction firm.

However, as a fresh graduate, I am aware that I am lack of experiences and practical knowledge. Thus, I am ready to start from the bottom and I am prepared for it.

I am keen to receive your response. Your time and consideration in reviewing my application is much appreciated and welcomed.

Thank you,

(Fazliana Binti Musa)

NRIC : 910303-02-5102

Enclosed :

Applicant's resume.