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Muhammad Akmal Bin Azlan No. 28, Jalan 19, Taman Usaha Jaya, Kepong, 52100 Kuala Lumpur

Application for the post of Engineer.

Dear Sir/Madam.

I am writing to express my interest to work in your company. I believe that my working experience and qualifications match with your company requirements for this position.

I am a graduate from MARA University of Technology (UiTM) in Bachelor of Engineering (Hons) Civil (Structure). My academic records, as well as my involvement in extra-curricular activities have taught me the importance of interpersonal skills and prepared me well for this

Currently, I am working as Environmental Executive for more than 2 years and have experiences in progress planning and organizing, liaison with client, local authorities and vendor, data analysing, report and paperwork preparation as I have involved in numerous onshore and offshore projects. Furthermore, I also have experiences in site management (environmental scope) as I was placed temporarily for Refinery and Petrochemical Integrated Development (RAPID) Project for 4 months in Pengerang, Johor.

I am particularly interested in working with your company because I have passion towards engineering technology. Plus, I am looking for new challenges to enhance my potential and

I am eager to combine my previous experiences with my passion for engineering field in order to make a meaningful contribution to your organization. I also believe that I possess the quality that you are looking for in this position.

I am looking forward to meeting you to discuss the position further. I can be contacted at this number, +6017-3969412 and the following email address; akmal.azlan@ymail.com.

Thank you for your kind consideration.

Best Regards,

Muhammad Akmal Bin Azlan



SAMPLE COVER LETTER

Sally Cooper 33-26 10th Street Apt. 2 Long Island City, NY 11103 646-655-7810 sallycooper@hotmail.com

July 18, 2007

Ms. Roberta Hernandez Director of Recruitment ABC Corporation of America 1611 Avenue of the Americas

New York, NY 10017

I was excited to see your posting for a Human Resource Assistant listed on the Hunter College Career Development Services Job Bank. Below are a few highlights of my qualifications.

I am currently pursuing a degree in psychology and will graduate with honors in June 2008. I have taken courses in industrial/organizational psychology, motivation and social psychology. In addition to my coursework, I have worked in various customer service related positions that have allowed me to develop my interpersonal and administrative skills. In my current position I am responsible for processing new hire paperwork, orientation and payroll using ADP. I am extremely detail oriented; I possess excellent computer skills and eager to obtain a position in corporate Human Resources.

I believe that the combination of experience, college courses, computer skills and a diligent work ethic make me a well qualified candidate. Enclosed is my resume for your perusal. I look forward to the opportunity to meet with you. Thank you for your

Sincerely,

Sally Cooper



In general, people who sell their work and use their name as a brand tend to pay attention to the quality of the product. The disadvantage is... that you have to spend your hard-earned money. Here's a quick look at several examples from each website. Cover Letter Templates from CreativeMarketThis template pack consists of a business card, resume, and cover letter templates in MS Word file formats. You can buy it here. This cover letter template is fully customizable and is bundled with a set of 20+ extra resume icons. You can buy it here. Cover Letter Templates from EtsyThis professional cover letter template can be fully customized, including colors, and comes packed with a resume. You can buy it here. This cover letter template is bundled with two resume templates and a set of fonts. Pick a template, fill it in. Find the cover letter example for the position you're applying for, and write yours in no time. 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