

Nurul Najihah Binti Rapie
Bt 20 Kampung Air Pa'abas
78000, Alor Gajah
Melaka

24 November 2020

Human Resource Manager
Nissin International Logistics (M) Sdn Bhd
PT 2212, Hicom Pegoh Industrial Park
Mukim Pegoh, 78000
Alor Gajah, Melaka
Malaysia

Dear Sir/Madam,

I am writing to apply for an internship with your company as advertised on your website. My internship period as the university's requirement is 4 months which on 15 March 2021 until 12 July 2021. I will be graduating from Universiti Utara Malaysia in September 2021 with a degree in Business Administration in Logistics and Transportation with Hons.

Based on my research, your company has been bridging transportation or logistic management. Other than that, your company innovative and services preferred by customer's needs. In my opinion, your company is the best and suit me well to gain knowledge and experience in the logistics and transportation field. I can benefit your company with all the knowledge I have gained during my studies.

I have learned various subjects that related to this field such as logistics management, warehousing, modes of transportation including an urban and rural area for transportation accessibilities. Also, I learned business management, marketing, accounting, business law and law of carriages of goods.

I have been working on research about the effectiveness of safety stock system in online business in Malaysia as my final year project. This research paper is aiming for knowing the importance of safety stock system as a seller to keep updating the stock due to demand, cost

and considering in lead time which to gain customers satisfaction in seller and courier service. This research also comes out with what factors being preferred by sellers and customers in choosing courier services that might be benefits to your company.

My involvement in extra-curricular activities at the university has strengthened my leadership skills, which gave me insight into how I can work with all kinds of people and developed confidence through my participation in the English Language Club UUM (ELC) as a deputy president for one year and treasurer for one year before that to enhance my management skill to record and organize cash flow of the club activities. Also, I'm actively involved and participate in Logistics and Transportation Club UUM (LOGTRANS) that knowledgeable for me in the career field. In addition, I have a strong adaptability skill which I can fit with teamwork or working alone because I'm also the representative of my club to run the dinner event under College of Arts and Science (CAS) which required to involve with other clubs as well. Other than that, I possess excellent written and verbal communication skills in Malay and English. Plus, limited working proficiency in Mandarin. I am certain that my experience and involvement in extra-curricular activities will be extremely relevant to the position of an intern at your company.

For your convenience, I have attached my resume for your review. Realizing the limitation of the written page, I would welcome the opportunity to participate in a personal interview to answer any of your questions and better present my qualifications at your convenient time. I can be contacted at 019-6505401 and the following email address nrlnajihah86@gmail.com

Thank you for your time and consideration.

Sincerely,

Nurul Najihah

(NURUL NAJIHAH BINTI RAPIE)