

OUTLINE OF A COVER LETTER

Your Street Address
City, Postcode, State.

Today's date

The Person-in-charge
Position
Street Address
City, Postcode, State.

Salutation,

TITLE

Opening paragraph should trigger enough interest to encourage the reader to want to press forward. Identify the position for which you are applying or inquiring and explain how you learned about it. Give information to show your specific interest in the company and in this particular position.

Middle paragraph(s) should stimulate desire. Briefly give details of your background, your education and experience that support your candidacy. Highlight your most attractive attributes; mention your specific challenges and aspirations. Do not make this a repeat of your r  sum  , but emphasize or add pertinent background information.

Refer the reader to your enclosed r  sum  . How will the company benefit from you being hired? In what way will you fit into the scheme of things? Why are you a good candidate for this position?

Closing paragraph should ask for action. State you are available for an interview at their convenience and that you look forward to hearing from them. Since the purpose is to get an interview, make a request. A positive request is harder to avoid than a vague hope.

Thank you.

Sincerely,

Your Signature

Your name

Enclosure: R  sum  

Cover Letter: Sample 1

Muhammad bin Ismail
No. 12, Lorong Selamat 6
Jalan Munsyi Abdullah
75450 Ayer Keroh
Melaka.

8 August 2015

Manager
Human Resource Division
Berjaya Industry Berhad
Lot 898, Jalan 15/3
47500 Petaling Jaya
Selangor.

Dear Sir,

APPLICATION FOR THE POST OF ELECTRICAL ENGINEER

I am writing to apply for the position of Electrical Engineer at your company as advertised in The Star dated 2nd August 2015. I would appreciate your time in evaluating my qualifications in relation to the job that you are offering. Attached is a copy of my current résumé.

I am currently in the final year of a Bachelor of Electrical Engineering at Universiti Teknikal Malaysia Melaka and I am expected to graduate in December 2015. I have obtained excellent grades in Instrumentation and Measurement, Signal and Systems, Instrumentation Systems and am currently completing a dissertation on Digital Control Systems. I am confident that my education and experience makes me an ideal candidate for the position at your company.

In addition to the qualifications outlined above, I underwent a two month industrial training programme at CSC Steel, one of the major steel manufacturing organisations based in Ayer Keroh, Melaka under the supervision of Mr. Sivakumar. As a trainee, I was able to apply my theoretical knowledge to a practical situation and was able to gain valuable knowledge and skills from the training programme. The industrial training experience enabled me to realise that I have always wanted to pursue a career as an electrical engineer within an international environment and I have been able to tailor my studies to that end.

I am an effective, contributing member of any organization that I am associated with. I feel that the position offered would be ideal in giving me the opportunity to use my education and skills to provide a high level of service for your company. Please do not hesitate to call me for an interview at any time convenient to you. I look forward to hearing from you.

Thank you.

Yours faithfully,



Muhammad bin Ismail

Encl.: Resume

Cover Letter: Sample 2

Muhammad bin Ismail
No. 12, Lorong Selamat 6
Jalan Munsyi Abdullah
75450 Ayer Keroh
Melaka.

4 August 2015

Manager
Human Resource Division
Berjaya Industry Berhad
Lot 898, Jalan 15/3
47500 Petaling Jaya
Selangor.

Dear Sir,

APPLICATION FOR THE POST OF MECHANICAL ENGINEER

With regards to the above matter, I would like to apply for the post of Mechanical Engineer at Berjaya Industry Berhad. I saw the job advertisement at the Jobstreet.com dated 2nd August 2015.

I am a fresh graduate from Bachelor of Mechanical Engineering (Thermal-Fluid) at the Faculty of Mechanical Engineering, Universiti Teknikal Malaysia Melaka (UTeM). Throughout my studies, I have gained technical skills such as Casting, Manual Technical Drawing, Fabrication, CNC Milling Machine, CNC Lathe Machine, Conventional Milling, Conventional Lathe and welding which I believe would be beneficial to your company. Besides, I am capable to use software such as AutoCad, Microsoft Office, Solidwork, CATIA, MatLab and C++. All these skills that I have studied will help me to perform both technical and software duties during my service with your firm.

Besides that, I have good communication skill, teamwork skill, and leadership skill that I gained during the years in UTeM. I truly believe that these skills are very important to help me be a better employee. I look forward to apply these skills in your company.

My resume is enclosed for your kind consideration. I believe that my education, technical skills and hands-on experience will help me to contribute a great deal to your company. I appreciate if you would grant me an opportunity to attend an interview at your convenience. I can easily be contacted at 012-3333333 or email muhammad@email.com. Looking forward to hearing from you soon. Thank you.

Yours faithfully



Muhammad bin Ismail

Encl.: Resume

Resume: Sample 1

RESUME

Career Objective:

To obtain a challenging position within a company that utilises my knowledge and skills towards becoming a registered Mechanical Engineer.

Your photo here

Personal Background

Name : Mohd Ali bin Abu Hashim

Address : 55, Jalan Sri Raya 4
Taman Muzaffar Syah
75450 Ayer Keroh
Melaka.

Telephone : 012-2333333

Date of Birth : 8 May 1985

Academic Qualifications

May 2006 : 2nd Class Upper, Bachelor of Civil Engineering,
Universiti Teknologi Malaysia

June 2004 : Diploma in Civil Engineering,
Universiti Teknologi Malaysia

April 2002 : 5 A's, 2 B's
Sijil Pelajaran Malaysia, English College, Johor Bahru.

Professional Experience

October 2006 – present : Project Engineer with MajuBina Development Sdn. Bhd.
➤ Supervised the completion of 1000 units of houses and shops at Masai New Town Centre.
➤ Directly in charge of building, site and infrastructure preparation.

2003 – 2006 : Site Engineer with Samba Construction Sdn. Bhd.
➤ Involved in planning and on-site supervision of Tampoi industrial site.

Semi- Professional Experience

April 2002 – September 2002 : Practical training with the Johor Public Works Department

Professional Membership : Graduate member of the Institute of Engineers Malaysia

Interests and Hobbies : Soccer, fishing, travelling and reading

Referees:

1. En. Othman bin Seman
Managing Director,
Maju Bina Sdn. Bhd.
Level 9, Tropical Inn, Johor Bahru.
Tel: 04-8181 2234
E-mail: othmanseman@email.com
2. Ir. Alex Khoo
Chief Executive Officer,
Samba Construction Sdn. Bhd.
Merlin Tower, Johor Bahru.
Tel: 04-8181 2234
E-mail: alexkhoo@email.com

Resume: Sample 2

JOHN LEE

Your photo
here

1-2-2- Pangsapuri Idam
Jalan Aman Damai, 10000 Penang

Handphone No: 010-8765432
E-mail Add: johnlee@email.com

PERSONAL PARTICULARS:

Age	: 24 years	Date of Birth	: 11 January 1981
Nationality	: Malaysian	Gender	: Male
Marital Status	: Single	I/C Number	: 810111-07-0000

EDUCATION

Universiti Malaya, Kuala Lumpur, Malaysia

B. Science. (Hons) In Business Management

Major : Management

Grade : B / 2nd Class Upper

Graduation Date : July, 2005

WORKING EXPERIENCE

April – June 2004 **ABC Company, Kuala Lumpur, Malaysia**

Management Trainee

- Assisted in developing marketing strategies for new product launched in July 2004
- Assisted in analyzing market analysis information using computer software Microsoft Excel

April – June 2003 **EFG Bank, Kuala Lumpur, Malaysia**

Management Associate

- Assisted Customer Service Manager to maintain good customer relations through providing necessary information required by clients
- Wrote documents assigned by Customer Service Manager
- Assisted clients in filling up forms for various banking services

April – June 2002 **XYZ Company, Kuala Lumpur, Malaysia**

Management Associate

- Conducted surveys in supermarkets for company's consumer analysis
- Conducted Training Need Analysis – determine the type of training needed by the staff, and contacted Motivation/Training companies to send us their quotations and training brochures

LEADERSHIP SKILLS

1998 – 2000	Board of Prefects
1999 – 2000	President, English Language Society
1998 – 1999	Treasurer, English Language Society
1997 – 1988	Team Leader, Debate Club
1997 – 1998	Member, Interact Club

COMPUTER SKILLS

MS Office, Excel, Powerpoint, Word Perfect, Linux, Adobe Acrobat Reader, Multimedia & Internet

LANGUAGE SKILLS

	<u>Spoken</u>	<u>Written</u>
English	Excellent	Excellent
Bahasa Malaysia	Excellent	Excellent
Mandarin	Fair	Fair
Tamil	Fair	Fair
French	Fair	Fair

REFERENCE

Professor Ahmad bin Ahmad
Deputy Dean
Faculty of Business Management
University Malaya, Kuala Lumpur
Tel: 03-8181 2234
E-mail: ahmad@email.com

Professor Jordan Chan
Senior Lecturer
Department of Entrepreneurship
Faculty of Business Management
University Malaya, Kuala Lumpur
Tel: 03-8181 2234
E-mail: jordanchan@email.com