

Your full name
Corresponding address

Organization address

Date: __ / __ / 2014

APPLICATION FOR THE POSITION OF _____

I am writing to apply for the position of _____ as advertised. I believe that my academic qualifications would enable me to make a significant contribution to your organization.

As a recent graduate of Swinburne University of Technology Sarawak Campus in the Bachelor of _____ (refer to your *testamur*) with significance experience in _____ (name at least 4 areas that you have mastered as a result of your studies e.g. design, analysis, research and implementation), I bring the energy and commitment to excellence necessary to thrive in _____'s innovative environment. Although I have enclosed my resume, I wish to quickly highlight some of my academic background that, I believe, would allow me to be successful in this position.

Among the units I have taken are _____, _____, _____, _____, _____. I also did a research project on the _____. These units and research have given me a good breadth of insight into the total spectrum of the engineering / accounting / design / computing / research field.

Besides, I interned at the _____ for ____ months. Within the period, I was given the responsibilities to _____. I believe that the knowledge I gained from my education combined with the work experience from the internship program has adequately prepared me to train for a position in your organization.

I have the ability to work within a team as well as cross-team. Besides, I have the enthusiasm to learn new things. I have confidence in oral and written communication skills. I gave a number of different presentations to various organizations and in several courses and seminars. My professionalism and leadership potential will prove an asset in the field of your business.

I am currently working as a _____ for a temporary period till _____. I am available from _____. Per your request, an acceptable monthly salary range for this job, based on my experiences, is RM _____. I am certain that your organization offers a fair compensation package.

I appreciate your time reviewing my application and resume and I shall be happy to attend an interview at your convenience and look forward to hearing from you soon. I can be reached at _____ or emailaddress@email.com. Thank you very much for your time and consideration.

Yours sincerely,

(JOHN DOE)

Enclosures - Resume

- Recent passport-sized photograph (if requested)