

Subject: Name of Applicant – Name of Position

Dear Mr. / Ms. Last Name,

After more than 14 years of continuous progression and achievement, including 5 years in leadership position providing R&D, Engineering & Manufacturing operation, I am ready to take the next step in my career. As such, I am writing to introduce myself as a strong contender for Japanese based automotive manufacturing engineering manager positions that you may be seeking to fill for your manufacturing engineering clients.

While I have enclosed my resume, I realize you are busy, so please allow me just a moment to summarize the qualifications that should make an easy match for your search assignments;

- Transferable manufacturing industries qualifications combined with extensive experience interfacing with giant automotive players; Honda, Isuzu, Nissan, Toyota, Hyundai, Mitsubishi and Ford, among others.*
- Clear history of progression in roles that include manufacturing engineering management (heading 16 engineers and technician), R&D management in multi-million-ringgit product development initiative.*
- Extensively accomplished transforming traditional manufacturing operation to lean processes continuously driving out cost and inefficiencies to deliver optimal productivity and profitability.*
- Expert background in quality systems including ISO9000 and the automotive-sector specific TS16949*
- Documented history of quantified contribution that include millions of ringgits in cost saving in addition to improve process efficiencies, workplace safety and quality.*

As a leader, I am particularly valued for my ability to come into ambiguous and unprecedented situations, serving as both a trailblazer and a change agent to bring teams together, set new standards, and achieve seemingly impossible goals.

Now my goal is to expand my horizons in other company in a similar position. I prefer to be based in Klang Valley or Perak. However, I am available for travel and have strong experience traveling for business purpose. In recent years, my monthly salary range has been in the RM7000 - RM8000 and I hope to meet or exceed that.

Thank you! Please do not hesitate to contact me if I can answer your questions.

Sincerely,

Your Name

Your Phone Number

Your Email Address

Template 2 - Having an Internal Contact

Subject: Name of Applicant – Name of Position

Dear Mr. / Ms. Last Name,

My friend Jenny Lopez, who is a Site Engineer at your company, recommended me to apply to this company for the position of Environmental Officer. I am interested to apply for job vacancy as Safety Supervisor or any related position in your company. For your information, I am completed attending a short course in “Safety and Health Officer” at National Institute of Occupational Safety and Health, Bangi.

I am very dedicated in implement safety process at workplace and I believe I will suit well in that position if I have given a chance. I can also work independently as a part of team with minimal supervision. Previously, I worked as laboratory assistant at School of Science and Engineering (SOSE), Manipal International University where I handle the task of performing laboratory safety rules and precautions to the students. I am also assisting them by providing materials and show them the right method while conducting experiment.

Apart from that, I had my industrial training at Forest Research Institute Malaysia as a research assistant and had an experience on the job training at GIM Cosmetic Industries as a chemist under SL1M program. I believe that experience I have gained can make a significant success to your company. In fact, I have performed well during my works, which had helped me to expose to various practical knowledge and managerial knowledge.

The resume enclosed will provide you further information regarding my background, education, experience and references. I am looking forward for your respond. Availability: Immediate

Thank you for your time and consideration.

Sincerely,

Your Name

Your Phone Number

Your Email Address

Template 3 – For Fresh Graduates

Subject: Name of Applicant – Name of Position

Dear Mr. /Ms. Last Name,

With all my respect, I wish to apply for the above position. I came across a very exciting position on your job portal that I believe fits me perfectly. I am interested in applying for the position of Software Developer at Shopee. After reading the job description and requirements and matching it with my own experiences, I know that I would be a valuable asset to your organization.

I am a graduate in Information Technology with Majored in Diploma in Information Technology, at University Kuala Lumpur Malaysian Institutes of Information Technology (UniKL MIIT). My current CGPA is 3.11. I now want to apply my skills in an e-commerce company like Shopee. As a software developer, I can implement engineering concepts to design innovative and ingenious applications for consumers.

I have gone through a four-month industrial training in IT support at theme park company, Sunway Lagoon Sdn. Bhd. where I need to do troubleshooting that support the entire software and hardware problem in the park.

I have attached resume, and certificates for your consideration. Please take a moment to go through them to get a better picture of whom I am.

I would love to talk to you in more detail regarding this amazing opportunity at your company. It would give me great pleasure to hear back from you regarding my application.

Sincerely,

Your Name

Your Phone Number

Your Email Address

Template 4 – Reaching out after contacting on social media

Subject: Name of Applicant – Name of Position

Dear Mr. / Ms. Last Name,

I saw your job advertisement on LinkedIn/Facebook and a few days ago. You asked to send a CV to your email and I am interested in working for that position mentioned above. I firmly believe that my expertise are suitable for the position.

I recently graduated with a degree in Bachelor of Arts (Hons.) in Arabic for International Communication at IIUM University. I minored in Business Administration and I now want to apply my skills in your company. I have been participating in Arabic debate competition during my university years so I can speak and write in Arabic language so well. I love to listen to Arabic songs and by using my Musixmatch account; I translate the Arabic to Malay language as my pastime.

I have attached my resume, and certificates for your consideration. Please take a moment to go through them to get a better idea of whom I am.

I would love to talk to you in person regarding amazing and exciting opportunities at your company. I would be very grateful to hear back from you regarding my application.

Sincerely,

Your Name

Your Phone Number

Your Email Address