

EXERCISE 1

No 21 Jalan Raja Yusuf
10500 Georgetown
Pulau Pinang

The Human Resources Personnel
Greatland Building Construction Sdn. Bhd.
P.O. Box 1550 Kuala Lumpur

2 February 2019

Dear Sir/Madam

Application for the Post of Quantity Surveyor

I am writing to apply for the Quantity Surveyor position advertised in Jobstreet.com on 30 January 2019. I was drawn to it due to my immense interest in quantity surveying.

I am currently a final year student at Sultan Mizan Zainal Abidin Polytechnic, Dungun undertaking a Diploma in Civil Engineering. I have done a six-month industrial training at Teguh Bina Development Sdn. Bhd, Kuala Lumpur where I gained first-hand knowledge of contract administration and tender procedures. I also learned how to negotiate with suppliers and sub-contractors. Besides that, I assisted the clerk of works in handling the preparation of tender submissions. I believe this range of skills would make me a superior candidate for the above-mentioned position.

My educational background and personal attributes would also make me a suitable candidate for this post. Besides being an achiever academically, I was actively involved in extra co-curricular activities such as participating in several football tournaments and became the President of Go-Green Club. These activities have helped me develop a great sense of responsibility and made me an independent person who can work under a tight schedule. As this job requires me to liaise with clients, I am confident that my ability to communicate effectively in both English and Mandarin will be an added advantage. I like challenges and I am sure working in your company can be a great experience.

My resume, which is enclosed, provides additional information on my background and qualifications. Although I have little work experience, I believe I could make an immediate and valuable contribution to your company. I look forward to hearing from you to arrange time for an interview at your convenience.

Thanking you in anticipation.

Yours faithfully

Fazli

Mohammad Fazli Bin Karim

End: 1

Based on the cover letter given, choose the sentences related for each of the sections of cover letter below.

SECTIONS	SENTENCES
Return Address (Sender)	
Prospective employer's name and address (Recipient)	
Date	
Salutation	
Subject heading / title	
Body	
Positive Closure	
Complimentary close	
Sender's Full name	
Enclosure notation	

EXERCISE 2

Below is the items that your need in order to produce a cover letter:

	LANGUAGE FUNCTION
A	Have an interesting opening paragraph
B	State how your qualifications, experience and skills can benefit the company
C	Mention your special achievements
D	Mention your enclosed CV
E	Request for an interview
F	End the letter positively
G	Add a formal close ('Yours sincerely' or 'Yours faithfully')

Match the following sentences to the language functions (A-G) given by writing the related alphabets in the boxes.

NO	LANGUAGE FORMS	LANGUAGE FUNCTION
1.	I am applying for a position with your company because I know you will find my background and drive interesting.	
2.	Thank you for your time and consideration.	
3.	I am a competitive person professionally. Having exercised the talents and skills required to exceed goals and set records as a Sales Executive with Kimball Sdn. Bhd., I believe in measuring performance by results.	
4.	I am enclosing my resume and a recent photograph as you requested.	
5.	Two years as the elected President of the English Language Club has enabled me to develop strong leadership abilities and good interpersonal and communication skills. I can easily apply these people skills as your Personal Assistant.	
6.	I look forward to discussing our mutual interest at an interview convenient to you.	
7.	I read your advertisement in the JobMalaysia website with great interest. I am confident that you will be convinced that I am the right candidate after you have read this letter.	
8.	With a successful track record in both new and used car sales, I believe I am ideally suited for the position you advertised.	
9.	A young and dynamic team worker with good accounting skills is the background I would bring to your organization.	
10.	It would be a pleasure to give you more information about my qualifications and experience at a time convenient to you.	

11.	I notice from your advertisement that you are looking for a young and creative fashion designer, in addition to the qualifications stated in my enclosed resume, I have over two years' experience in designing clothes for a leading boutique.	
12.	I would like to put my two years of experience in Hotel Catering to work for Emperor Hotel.	
13.	I look forward to hearing from you soon.	
14.	I have IT background and good interpersonal and communication skills, which I am eager to put to use in your organization.	
15.	I feel certain that I can contribute positively to our company. I look forward to meeting you at your convenience.	
16.	In addition to the qualifications stated in my enclosed resume, I have experience in working as an M & E Technical Specialist in a well-known multi-national company. I was involved in supervising 20 M & E technicians in a RM 2 million project in Rawang Industrial Park.	
17.	With my training and hands-on experience, I know I can contribute to your company, and would like to speak to you about it in person. Where can we meet?	
18.	I was twice awarded 'employee of the month' award in the relatively short period of a year.	
19.	My background in Banking and Finance as well as hands-on experience as a trainee in Southern Bank for six months will make me an ideal candidate for the post of Junior Bank Officer.	
20.	I have been very active as a member of the <i>Askar Wataniah</i> (Territorial Army), and have risen from the rank of a private to a Corporal in less than a year.	

EXERCISE 3

The following cover letter contains errors which are highlighted in bold print. Correct them.

659, Jalan Padi Emas,
81700 Johor Bahru,
Johor.

The Personnel **Manger (1)**
Human Resources Department
Flix Manufacturing Sdn. Bhd
P.O. Box 7777
50879 Kuala Lumpur

11 **Februari (2)** 2020

Dear Sir,

Application for the Post of Mechanical Technical Assistant

I read your advertisement in the Star dated 25 January 2020 with **greatly (3)** interest. This is because I have always **want (4)** to **working (5)** in a **manufacturer (6)** company like **your (7)**. I am confident that you will be convinced that I **was (8)** the right candidate after you have read this letter.

I am a fresh graduate with a Diploma **of (9)** Mechanical Engineering from Sultan Mizan Zainal Abidin Polytechnic, Dungun. In my three years there, I was actively involved in extracurricular activities. Particularly, in the field of robotics. In fact, my final year project **entitle (10)** 'The Wonder Machine' **win (11)** the 'Best **Projects' (12)** Award. I also gained hands-on work experience on the operation and maintenance of engineering equipment from the workshop sessions. In addition, my **six-months (13)** industrial training at Hoya Electronics Malaysia Sdn. Bhd., Kulim has helped me **developing (14)** good team working and interpersonal skills as well as the ability to work independently.

Your company is looking for a high-calibre person who will be able to contribute immediately to your existing team of professionals. I must say I am a very **responsible** person who is highly **motivate (15)** to do the job. Although I may not have much work experience, I am willing to **learns (16)** new **thing (17)** and apply my existing theoretical knowledge to the job. I am also attracted to your 'career advancement opportunities' as **stating (18)** in your advertisement.

I **enclosing (19)** my resume which **provide (20)** more **informations (21)** on my qualification, experience and achievement. I am certain I can contribute **positive (22)** to your company and with great anticipation I look forward to **meet (23)** you for an interview at your **convenient (24)**.

Thanking you in anticipation.

Your (26) faithful (26)

Shah

Shah bin Ismail

Encl: Resume

ANSWER

- | | |
|-----------|-----------|
| 1. _____ | 14. _____ |
| 2. _____ | 15. _____ |
| 3. _____ | 16. _____ |
| 4. _____ | 17. _____ |
| 5. _____ | 18. _____ |
| 6. _____ | 19. _____ |
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| 9. _____ | 22. _____ |
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| 12. _____ | 25. _____ |
| 13. _____ | 26. _____ |