

AHMAD SHAFIQ ARMAN BIN ZEINI
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4th January 2017

Dear Sir/Madam,

APPLICATION LETTER FOR THE INTERNSHIP OPPORTUNITY FROM UNIKL
MALAYSIAN INSTITUTE OF INDUSTRIAL TECHNOLOGY STUDENT

If your organization is currently in need of practical student for logistics and warehouse department with a hardworking and well-educated, on-time type of person, I feel it would be beneficial for us to meet. Therefore, I would like to present my resume and qualifications for your review.

I recently finish my study in Diploma in Industrial Logistic from the UniKL Malaysian Institute of Industrial Technology. While studying there I also have been worked part time as an Operator for 2 month and Clerk of Operation Department for 4 month with a Prime Chem Sdn Bhd where I gained valuable knowledge providing a system that calls In and Out Raw Material System, manage the weighing system for loading and unloading and also how to do an Annual Check Stock that every year manage by my company. This combination of working whilst studying has given me both the theoretical and practical knowledge needed to hit the ground running in any future position I take up. I now have a little breadth of experience of the type that gives potential employers the flexibility to place me in a broad range of demanding situation.

At the position with you is predominantly in Industrial Logistic, I am confident that I can make a substantial contribution to your company. Some of the key strengths that I can offer include:

- Hardworking and well-educated
- Willing to do any job at anytime
- Good in speaking Malay and English language
- Finish my study in Diploma of Industrial Logistic
- On-time type of person
- Good in all Microsoft Office system

Whilst it early in my logistic career, you will find that I exhibit a powerful combination of proven ability, experience, solid communication skills and extensive hands-on experience.

For your information, I can start my Industrial Training on 12th February 2017 and my duration for Industrial Training is from 12th February 2017 until 4th June 2017. By any chance for you interested in me to be in one of your employees, contact me by anytime by my email shafiq6331@gmail.com or contacting my number 013-7340122.

Thank you for reviewing my letter and I really hoped that you will accept my application for your company.

Sincerely,

(AHMAD SHAFIQ ARMAN BIN ZEINI)