

Contoh Cover Letter Untuk Fresh Graduate

Sebelum kita mula, saya rasa buat masa ni saya tak cover cover letter untuk mereka yang sudah berpengalaman kot. Sebab ia lebih kurang sama sahaja dengan cara buat resume cara olah ayat nya. So dalam artikel ni saya hanya akan cover untuk yang fresh graduate sahaja. Sebab cara pengolahan ayat kena pandai sikit.

Mana yang dah ada pengalaman ok lah sebab ada point yang kita nak sembang. Tapi yang fresh kena susun kasi elok.

Tapi sebelum tu, untuk siapa yang masih lagi sangsi akan kelebihan cover letter. Boleh rujuk dekat artikel saya yang lagi satu, iaitu [kepentingan cover letter](#). InsyaAllah korang akan jadi semangat sikit nak buat ya.

Baiklah, sekarang kita mula ya...



Untuk yang fresh, motif setiap perenggan masih lagi sama. Tapi angle untuk tackle hati majikan tu dah lain sikit. Kan sini, kita cuma ada peluang pada:

1. Memang iklan jawatan kosong tu nak orang yang fresh graduate (sebab orang ada pengalaman biasanya gaji kene bagi lebih sikit)
2. Kedua, berdasarkan minat anda
3. Ketiga, berdasarkan tatasusila, hormat, rendah diri anda dalam menulis resume dan cover letter.

Kita terus kan.

Tapi sebelum, saya nak cari dulu antara Job Vacancy di Jobstreet yang ada perkataan 'fresh graduate is encourage to apply'.

Sekejap ya...


Tut


Tut

Tut.


Ok saya dah jumpa. Saya akan bagi pelbagai contoh ya. Setiap contoh yang saya bagi ada 2 benda yang saya selitkan. Gambarnya, mudah untuk korang tengok terus. Dan link mana saya ambil sebagai bukti. Tapi link ni mungkin sudah invalid nanti lama lama. So tak perlu pun korang nak klik link tu. tengok gambar sudah cukup.

Ini contoh ayat yang ada pada job iklan yang fresh graduate patut apply..

 **JOB DESCRIPTION**

- Candidate must possess at least a Primary/Secondary School/SPM/"O" Level, Higher Secondary/STPM/"A" Level/Pre-U, Diploma, Advanced/Higher/Graduate Diploma, Engineering (Computer/Telecommunication), Engineering (Electrical/Electronic), Engineering (Mechanical), Engineering (Mechatronic/Electromechanical) or equivalent.
- Fresh graduate encourage to apply. 
- Required language(s): Bahasa Mala
- At least 1 year(s) of working experience in the related field is required for this position.
- Applicants must be willing to work in Penang.
- Preferably Non-Executives specializing in Engineering - Electronics/Communication or equivalent.


Link : <https://www.jobstreet.com.my/en/job/process-technician-3463427?fr=21&src=16&srcr=12>

- At least 1 Year(s) of working experience in the related field is required for this position.
- Good communication skill and interactive skill.
- Computer literate in Microsoft Office.
- 7 QC Tools or related problem solving skill.
- Kaizen activities.
- Preferably Junior Executive specialized in Manufacturing/Production Operations or equivalent.
- Fresh graduates are encouraged to apply. 
- Able to work on shift.

Link : <https://www.jobstreet.com.my/en/job/production-technician-3462705?fr=21&src=16&srcr=12>

Untuk contoh yang bawah ni, siap dia cakap highly lagi. Kiranya nak sangat lah tu. so sila sila

Jobs Requirements:

- Diploma or Advanced/Higher/Graduate Diploma in Engineering or Science background
- Fresh graduates are highly encouraged to apply
- Minimum 1 – 2 year(s) working experience in  g/ Production Operations environment will be an added advantage
- Position to be based in Bayan Lepas, Penang
- Able to start work immediately
- Able to use computers for communication (emails, Microsoft Office application like Word and Excel etc)


Link

:

<https://www.jobstreet.com.my/en/job/technician-2-dept-operation-cleaning-lube-3462144?fr=21&src=16&srcr=12>

Contoh yang bawah ni, katanya orang yang pointer tinggi je boleh apply..berlagak ye. Ok lah tu. maksudnya dia boleh bagi gaji baik..

Job Requirements:

- Diploma in Electronics/ Electrical/ Telecommunication Engineering .
- At least 2 years working experience in PCBA debugging and test engineering.
- Strong knowledge in PCBA architecture and able to troubleshoot defective boards/ products.
- Familiar with the test equipment such as digital multimeter, Osilloscope and etc.
- Good in computer system architecture, BIOS programming, Signal Trace Analysis, Schematic Diagram.
- Good in soldering and de-soldering skills.
- Knowledge in circuit analysis of schematic diagrams (Digital and Analog).
- Knowledge in Functional Test (FT) and debug would be added advantage.
- Fresh graduate with strong CGPA and good attitude would be considered. 

Link : <https://www.jobstreet.com.my/en/job/pcba-troubleshooting-debug-technician-3465404?fr=21&src=12>

Yang bawah ni, dia nak yang ada pengalaman, tapi masih lagi boleh apply kata nya

Requirements :

- Candidate must possess at least a Professional Certificate, Diploma, Advanced/Higher/Graduate Diploma in Engineering (Mechanical/Electrical) or equivalent.
- Preferable with minimum 1 year(s) of working experience in the related field but fresh graduates are encouraged to apply.
- Preferably technicians specializing in Manufacturing Operations.
- Full-Time positions available.

Link : <https://www.jobstreet.com.my/en/job/technician-3465017?fr=21&src=12>

Yang ini dia special sikit. Memang fresh boleh apply. Tapi mesti tally dengan vocational background. Maksudnya, mana yang sekolah teknik, yang memang lebih kepada teknikal. Main main mesin semua. U pun ada. Masa saya dulu. Late machine tu semua. Kalau memang tally dengan jawatan yang nak apply. Pun boleh juga


Qualification And Experience :

- Candidate must possess at least a Primary/Secondary School/SPM/"O" Level /Pre-U, Professional Certificate, Diploma, Advanced/Higher/Graduate Diploma, Engineering (Electronic/Electrical), Engineering (Computer/Telecommunication), Engineering (Mechanical), Engineering (Environmental/Health/Safety), Engineering (Others), Engineering (Mechatronic/Electromechanical) or equivalent.
- Minimum 1 or 2 years of working experience in related field or fresh graduates with vocational background.
- Required Language (S): English, Bahasa Malaysia
- Candidate must be well versed with MS Office
- Candidate should possess a good personality, able to work under pressure and positive attitude

Link : <https://www.jobstreet.com.my/en/job/junior-technician-3466486?fr=21&src=12>

Kadang kadang korang perasan. Ada ayat 'Non Executive'. Ini adalah short form untuk British punya stail. Kiranya nak bagi, orang yang tak buat keputusan. So mana yang fresh, insyaAllah boleh try juga.

JOB DESCRIPTION

- Candidate must possess at least Professional Certificate in Engineering (Others) or equivalent.
- At least 2 Year(s) of working experience in the related field is required for this position.
- Preferably Non-Executive specialized in Manufacturing/Production Operations or equivalent. 

This position is for our factory operating as Metal and Door Frames at 4th Mile Jalan Jelevu, Seremban.


Interested candidates, please contact Mr Saravanan at 06-7624566 or 6017-7570677

Link : <https://www.jobstreet.com.my/en/job/maintenance-technician-3467885?fr=21>

Ada lagi yang lain, iaitu Junior Executive. Ini lebih kepada orang yang buat keputusan, tapi tak menyeluruh. Mungkin di sesetengah sektor atau bahagian kecil sahaja. Mungkin sesuai untuk engineer level atau senior technician.

Kalau jumpa ayat macam bawah ni lagi bagus. terus cakap, tak perlu ada pengalaman katanya

Requirements:

- Candidate must possess at least Diploma/Advanced/Higher/Graduate Diploma in Engineering (Chemical), Engineering (Mechanical), Engineering (Mechatronic/Electromechanical) or equivalent.
- Required language(s): English, Bahasa Malaysia. Chinese would be an added advantage.
- No work experience required. 
- Able to work on rotating shift.
- Fresh graduates or diploma holders are encouraged to apply.
- More than 20 Full time positions are available.

Link : <https://www.jobstreet.com.my/en/job/technician-3464503?fr=21&src=16&srcr=12>

Tak semestinya kena KLIK satu satu iklan baru jumpa ayat ni. kadang kadang majikan memang terus nak target korang yang fresh ni. kiranya masa buat carian di homepage jobstreet pun sudah boleh nampak diorang nak fresh graduate...seperti contoh di bawah

Maintenance Technician - Lcct, Sepang

Tune Hotels Sdn Bhd

📍 Kuala Lumpur, Negeri Sembilan, Penang

💰 [Login to view salary](#)

Responsibilities: Lead maintenance contractors/vendors to carry out routine housekeeping of A/C, AHU and fire systems/equipments, light fittings and...

Yesterday • more ▾



EHS TECHNICIAN (Open for fresh grad / Diploma in safety & health)


Jabil Circuit Sdn Bhd

📍 Bayan Lepas (Penang)

💰 [Login to view salary](#)

Candidate must possess at least a Diploma, Advanced/Higher/Graduate Diploma, Engineering (Environmental/Health/Safety) or equivalent. At least 1 year(s) of working experience in the related field is required for this position. Fresh Grad are encourages to apply. Preferably Non-Executives...

Yesterday • more ▾



Untuk contoh carian 'technician' lah ya. Korang boleh try guna keyword jawatan lain.

Ok..

Sekarang kita sambung. Macam mana nak olah ayat untuk perenggan 1, 2 and 3

Perenggan 1

My name is Muhammad Uwais bin Muhammad Zulkarnain. I notice your job vacancy from Jobstreet. After reviewing your requirements, I believe I can be your consider candidate. Just completed my degree last 3 months at University Technology Malaysia

Atau pun

My name is Muhammad Uwais bin Muhammad Zulkarnain. I notice your job vacancy from Jobstreet. After reviewing your requirements, fresh graduate with vocational related experirenced. I believe I can be your consider candidate.

Penerangan?

Rasanya sudah cukup jelas dah tu.

Cuma, saya terus bagi tahu dari u mana walaupun perenggan 1 kan.sepatutnya saya bagi tahu di perenggan kedua. Tak ada masalah pun. Kita tak perlu straight sangat.

Perenggan 2

Petikan di atas, adalah yang saya ambil dari cover letter yang ada pengalaman.

I start working as Maintenance Technician in Semicon Industry since 2013. Since then, its already 4 years working in XXXX Company and wanted to give it a try my journey with Osram next. Graduate from more to technical unversity, University Technology Malaysia with Diploma in Mechanical Engineering with 3.6 CGPA.

Sekarang saya olah bagi dia nampak freshy pula

I graduated from University Technology Malaysia, in Diploma Mechanical Engineering with 3.7 CGPA pointer. I am fresh graduated. Just finish my study last November. During my practical training I experienced myself as Maintenance Technician at XXXX Company for 6 months

I did notes task that I did on my resume at page 1 for more details.

Done..

Penerangan:

Yang penting, anda tak semestinya pun ikut format yang saya bagi kat tips cover letter artikel pertama yang saya buat sebelum ni. tak perlu, memang tiada format pun. Kita bagi sahaja. Cuma jangan lebih lebih. Dan jangan ayat yang terlampau panjang. Overview sahaja tau.

Sambung penerangan:

1. Saya bagi tahu graduate dari mana, pointer berapa. Ini normal
2. Saya bg tahu saya fresh graduate, andai kata di perenggan pertama anda tak bagi tahu lagi. Jangan ulang ulang fresh fresh pula.
3. Akhir sekali, boleh la selitkan pengalaman praktikal sikit kalau ia nya related.
4. Saya juga letak notes untuk tengok bahagian mana kat resume yang majikan boleh rujuk. Lagi sekali. Tak perlu ikut format mula mula tips cover letter saya..

Perenggan terakhir..

Petikan yang bawah ni adalah untuk yang berpengalaman..saya paste dulu yang ni, nanti baru saya goreng gorengkan nya bagi jadi untuk fresh

You can continue more details about my work experienced in resume. I express more details about my 4 years experienced at page 2 in my resume. And please do take your time to read, and I am ready for call interview. Hopefully the date plan at my Off Days, so it don't clash with my working day right now.

You can reach me at 012 2132139 or 013 23121312

Best regards

Muhammad Uwais bin Muhammad Zulkarinain

Dan untuk freshy

Last but not list. You can get more details at my resume. I highlighted few details that taily with your requesments. Anyway, I am excited and hopefully XXX Company (nama company yg anda apply) will give me great kick off for my future.

You can reach me at 012 2132139 or 013 23121312

Best regards

Muhammad Uwais bin Muhammad Zulkarinain

Siap..

Jelas? Perlu penerangan tak?

Saya rasa tak perlu. Tapi saya nak bagi tau yang selepas perkataan 'anyway' to.

Akhir perenggan korang mesti buat ayat yang bagi tahu macam ni tau. Kiranya bagi tahu yang korang harap company yang apply tu boleh menjadi titik tolak kejayaan apa yang korang duk belajar dan study selama ni. kiranya harap company tu dapat menunjukkan yang korang ni boleh buat kerja lah macam tu..

Ok?

Tak jelas sila tinggal kan komen.

Saya akan reply dan jawab InsyaAllah