

**Individual Assignment  
(10% Marks)****Email Assignment**

1. Create and send an e-mail consisting attachments of your **cover letter** and **resume** (CV) using webmail application. The cover letter and resume must be created using Word processing software, and it is also highly recommended to be converted to .pdf format file. The cover letter should include:
  - Job title to apply
  - Brief introduction of yourself
  - Clearly stating your desire to apply for a job position
  - Your job field
  - Areas of expertise
  - Relevant knowledge/skills
  - Expected salary
2. Use the job vacancies advertisement below as a reference to create the cover letter. Please include your signature in the e-mail. Then, send the email to HR personnel (your lecturer) as an attachment to **elimtiaz@outlook.com**.
3. **Cc** the e-mail to your own e-mail account and another one to one of your friend. Please submit the e-mail to the HR personnel (lecturer) not later than **06/07/2014**.

**JOB VACANCIES (\*\*Example)**

Lime Nasional is a Malaysia-based diversified multinational involved in key growth sectors, namely, plantations, property, motors, industrial equipment and energy & utilities. Founded in 1940, its business divisions seek to create positive benefits in the economy, environment and society where it has a presence.

With a workforce of over 100,000 employees in over 20 countries, Lime Nasional is committed to building a sustainable future for all its stakeholders. It is one of the largest companies on Bursa Malaysia with a market capitalisation of more than RM 50 billion (USD 16 billion) in 2013. In support of our strategic business growth, we invite applications from suitably qualified candidates to fill the following positions:

## Jobs Available:

- Finance Executive
- Administrative Executive
- Human Resource Personnel
- Legal Officer
- Account Assistant Executive
- Record Assistant Executive
- Secretary

Interested candidates are invited to send in a detailed resume, contact telephone number, a passport size photo, current and expected salary and contact details of the referees (references) by **06<sup>th</sup> July 2014**, to the email or post to the address below:-

**The Human Resource Head  
Human Resource Department  
Lime Nasional Berhad  
No. 1 Jalan Gabenor  
47500 Subang Jaya  
Selangor Darul Ehsan  
P.O Box 3064**

**Email :  
elimtiaz@outlook.com**