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56000 Cheras  
Kuala Lumpur  
Email: xxxx@xxxx.com  
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28 March 2020

Abc Sdn. Bhd.  
12 Jalan 118C  
Desa Tun Razak Industrial Park  
56000 Cheras  
Kuala Lumpur

Dear Sir/Madam,

I am writing to apply for the position of Officer as advertised in XYZ News on 28 March 2020.

Currently, I am working as Supervisor at XYZ Industry (Kuala Lumpur). Please find enclosed the detailed resume of my work experiences and education.

I am confident the experience gained at my current job has provided me with the necessary skills to undertake the responsibilities and duties of the advertised position.

Thank you for your kind consideration.

Yours faithfully,  
John Chong Lee Wei