

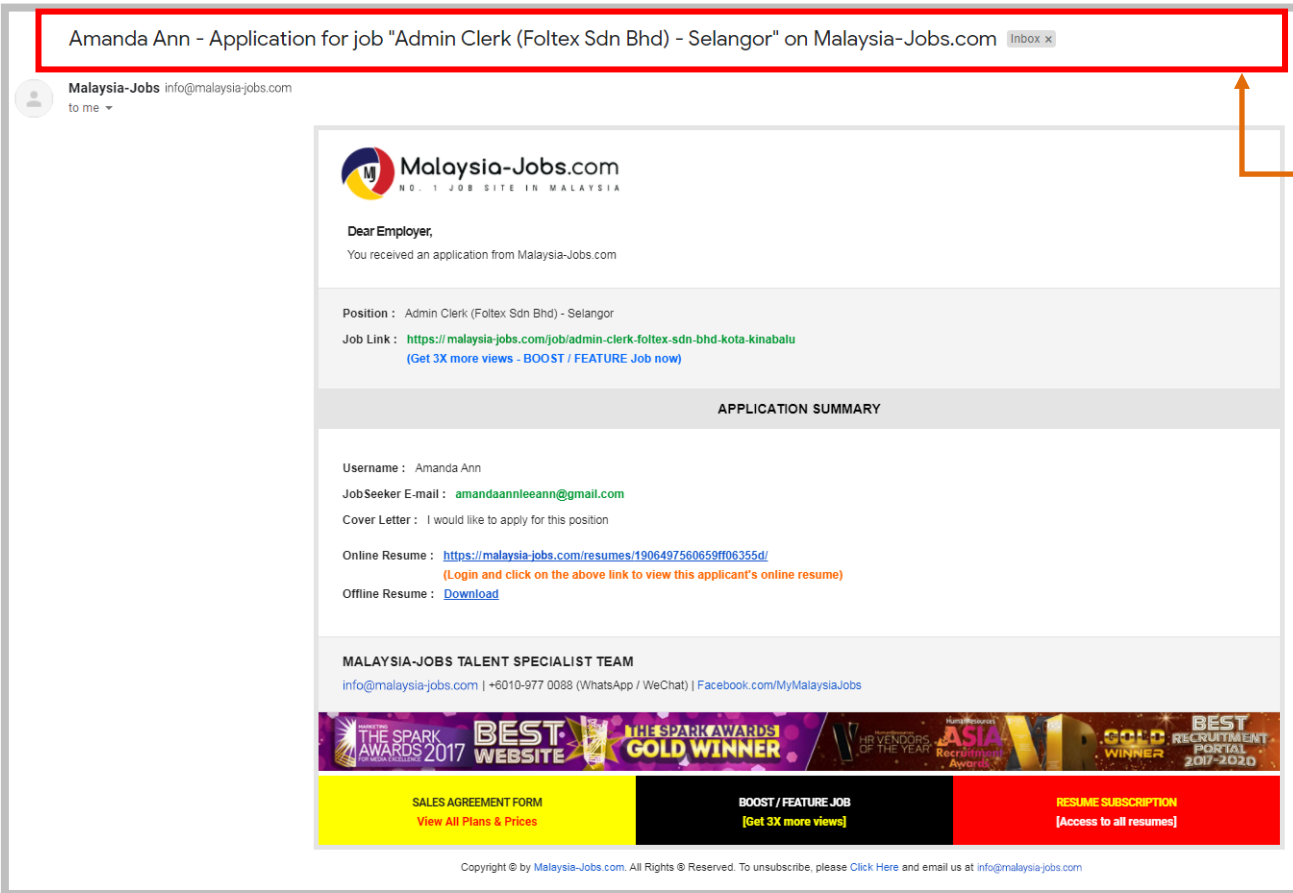


**Malaysia-Jobs.com**  
NO. 1 JOB SITE IN MALAYSIA

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# MANAGE APPLICANTS VIA EMAIL

# | EMAIL NOTIFICATION



Amanda Ann - Application for job "Admin Clerk (Foltex Sdn Bhd) - Selangor" on Malaysia-Jobs.com [Inbox x](#)

Malaysia-Jobs info@malaysia-jobs.com  
to me

**Malaysia-Jobs.com**  
NO. 1 JOB SITE IN MALAYSIA

Dear Employer,  
You received an application from Malaysia-Jobs.com

Position : Admin Clerk (Foltex Sdn Bhd) - Selangor  
Job Link : <https://malaysia-jobs.com/job/admin-clerk-foltex-sdn-bhd-kota-kinabalu>  
(Get 3X more views - BOOST / FEATURE Job now)

**APPLICATION SUMMARY**

Username : Amanda Ann  
Job Seeker E-mail : [amandaanneann@gmail.com](mailto:amandaanneann@gmail.com)  
Cover Letter : I would like to apply for this position  
Online Resume : <https://malaysia-jobs.com/resumes/1906497560659f06355d/>  
(Login and click on the above link to view this applicant's online resume)  
Offline Resume : [Download](#)

**MALAYSIA-JOBS TALENT SPECIALIST TEAM**  
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When a job seeker applies to your job at Malaysia-Jobs.com, you will receive Job email notification to your registered email address from Malaysia-Jobs' email system (info@Malaysia-Jobs.com).

1

Access your INBOX to retrieve job applications (i.e. Gmail, Yahoo, Hotmail, Outlook, etc...).

Look for emails from info@Malaysia-Jobs.com

**Note:** Apart from receiving applications via our system, applicants may email to you directly since your email is revealed when promoting your job.

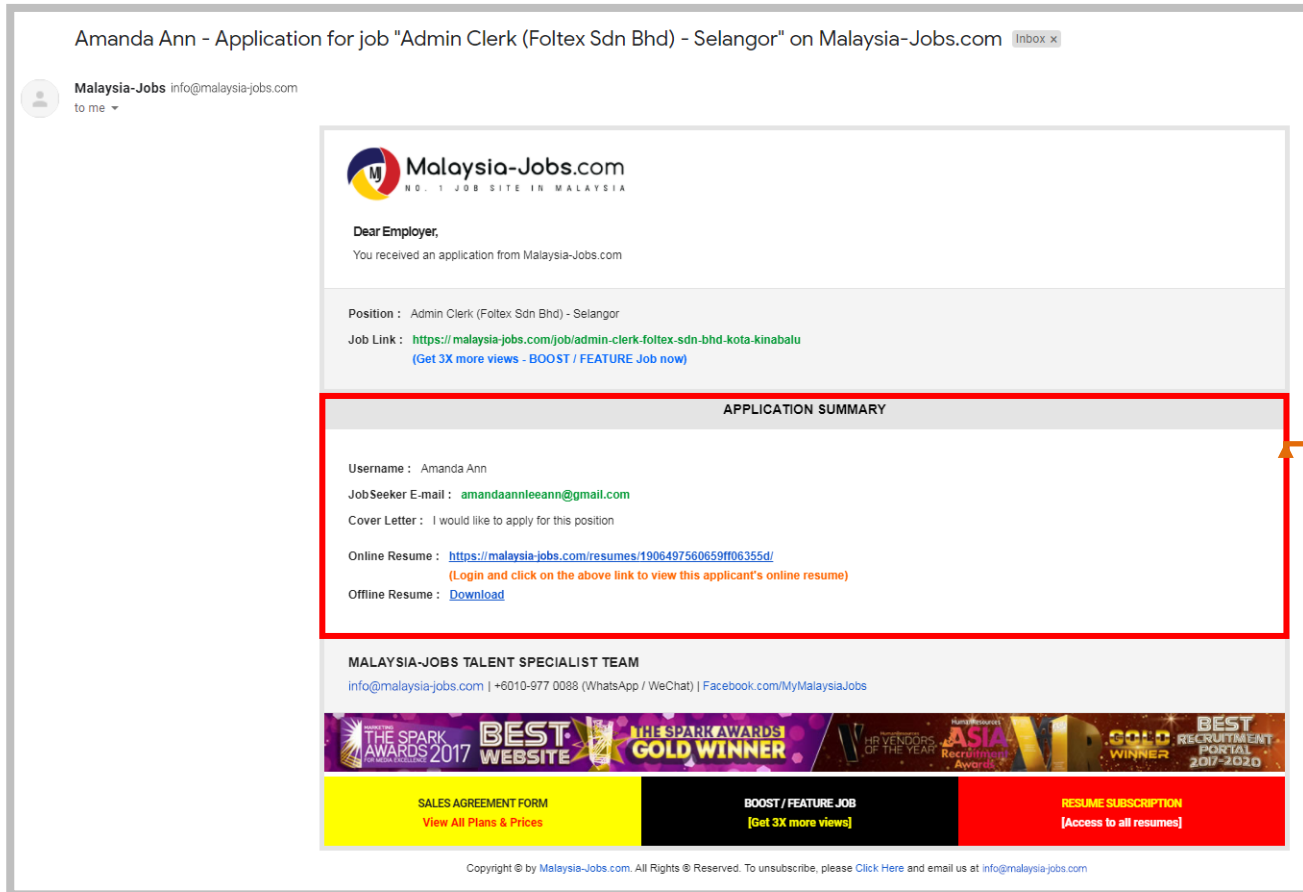
2

Refer to section '**APPLICATION SUMMARY**' for applicant's information which contains;

1. Applicant's Username & E-mail
2. Cover Letter
3. Applicant's Online Resume
4. Applicant's Offline Resume

(This is not compulsory, hence it will not be shown if an applicant chooses not to upload any supporting document during his or her application)

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# | CONTACT & RESPOND TO APPLICANTS

## NOTIFICATION EMAIL

**APPLICATION SUMMARY**

Username : Amanda Ann

Job Seeker E-mail : [amandaannleeann@gmail.com](mailto:amandaannleeann@gmail.com)

Cover Letter : I would like to apply for this position

Online Resume : <https://malaysia-jobs.com/resumes/1906497560659ff06355d/>  
(Login and click on the above link to view this applicant's online resume)

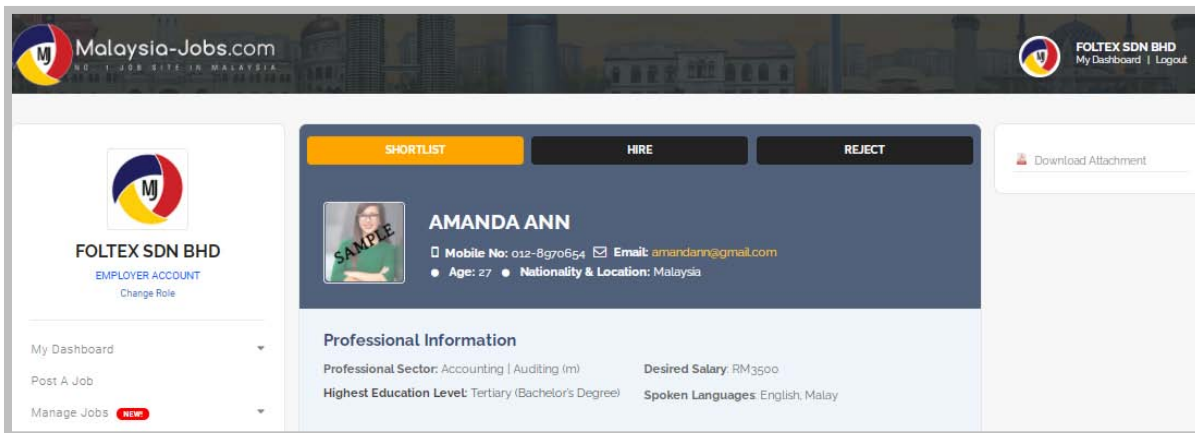
Offline Resume : [Download](#)

It is ideal and good to contact the shortlisted candidates ASAP to arrange for a phone interview OR face-to-face interview before your job advertisement ends.

It is best not to wait till 30 days or more to arrange interview appointments.

**Via NOTIFICATION EMAIL:** Applicants' Email address is found under the 'APPLICATION SUMMARY' section

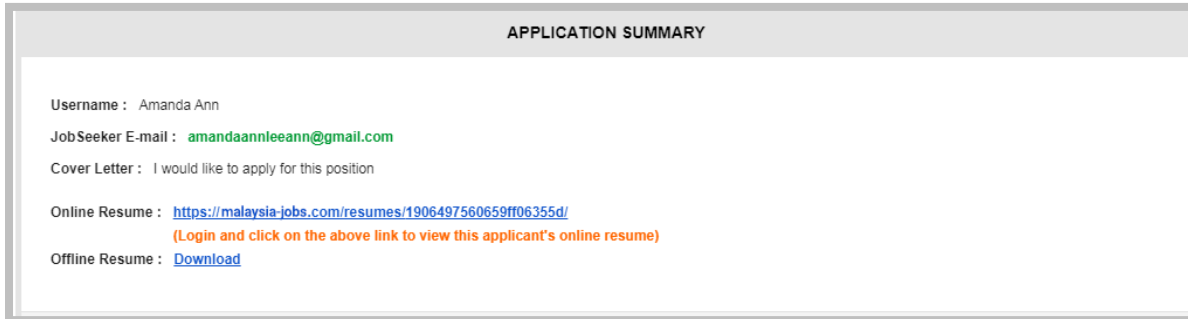
**Via ONLINE RESUME:** Candidate's Mobile number can be found under the 'Cover Letter' or 'Online Resume' or 'Attachment'.



The screenshot shows the employer dashboard for FOLTEX SDN BHD. On the left, there is a sidebar with navigation options: My Dashboard, Post A Job, and Manage Jobs. The main content area features a candidate profile for Amanda Ann, who is shortlisted. Her contact information includes a mobile number (012-8970654) and an email address (amandanng@gmail.com). Her professional information includes a sector of Accounting | Auditing (m), a desired salary of RM3500, a highest education level of Tertiary (Bachelor's Degree), and spoken languages of English and Malay. The dashboard also includes buttons for 'SHORTLIST', 'HIRE', and 'REJECT', and a 'Download Attachment' link.

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## NOTIFICATION EMAIL



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