

SAMPLE COVER LETTERS FOR STUDENT REFERENCE [TO SEEK INDUSTRIAL TRAINING PLACEMENT]

<Date>

<Name of Contact Person>

<Designation>

<Name of Company>

<Address of Company>

Dear Sir/Madam,

APPLICATION FOR INDUSTRIAL TRAINING PLACEMENT

With regards to the above matter, I am writing in seeking industrial training placement in your organization.

I am a final year student pursuing the (Name of Course) at Universiti Selangor, planning to undergo industrial training commencing (Date start-Date end) for duration of about 15weeks/6months. The industrial training is a partial requirement prior to being awarded a diploma or a degree.

I am keen to join your esteemed organization as I believe that your company provides great opportunity for me to learn and acquire the practicality aspects of my study area.

Attached is my resume for your review. I would like the opportunity to further discuss with you on my application. Please let me know if I can call your office to see if we might arrange a convenient time to meet.

A formal letter of application issued by the university will be sent to you once you indicate your acceptance to offer industrial training placement.

Thank you for your consideration.

Yours faithfully,

Student's name

Phone number/email

Application Letter For An Industrial Training

Tella Olayeri



Application Letter For An Industrial Training:

Application Letter For An Industrial Training Book Review: Unveiling the Power of Words

In a world driven by information and connectivity, the power of words has been evident than ever. They have the ability to inspire, provoke, and ignite change. Such may be the essence of the book **Application Letter For An Industrial Training**, a literary masterpiece that delves deep into the significance of words and their effect on our lives. Published by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book's key themes, examine its writing style, and analyze its overall effect on readers.

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