

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

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LM Reder



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