

**(1) Sample Cover Letters for Student reference (to seek industrial placement)**

**(a)**

<Date>

<Name of Contact Person>

<Designation>

<Name of Company>

<Address of Company>

Dear Sir / Madam,

**Ref: Application for Industrial Training Attachment**

I am a *year # student pursuing the (Name of Course)* at Universiti Tunku Abdul Rahman, and wish to apply as a trainee for Industrial Training in your company.

Your company is very suitable to me in terms of my area of interest and your location.

It is a requirement that I spend three months in an industry prior to the final year programme.

As your company is not among those contacted by the University, I have obtained permission from the Dean to submit my application to you directly.

I enclose herewith the letters from the University and my particulars.

I shall be most grateful if my application is considered favourably.

Thank you.

Yours faithfully,

Student's name

**(b)**

<Date>

<Name of Company>  
<Address of Company>

To Whom It May Concern:

Dear Sir/Madam,

Dear [Sir/Madam],

**Application for Industrial Training Placement At [*name of company*]**

I would like to apply for the position of Industrial Trainee at your company.

*[provide reasons why the company should accept your application]*

*[provide the duration of attachment]*

I enclose my resume for your consideration.

Thank You.

Yours truly,

[name of applicant]  
[address of applicant]

Encl. Resume and Copies of Transcript

(c)

<Date>

<Name of Contact Person>

<Designation>

<Name of Company>

<Address of Company>

Dear Sir/Madam,

As a student doing Bachelor of <course> at <Name of Faculty>, Universiti Tunku Abdul Rahman, I am seeking for opportunity to do my industrial training in the area related to my course of study. From the research I have conducted on ... [Name of Company] ..., I am interested in pursuing ... [ name of position] ... intern position. ... [Briefly describe your interest in this company]...

[Highlights two or three key experiences and/or academic achievements that directly relate to the qualifications the employer is seeking]. [Show proves that you have some of the key skills for the position].

Attached is my resume for your review. I would like the opportunity to further discuss with you the ...[name of job]... internship and my qualifications. Please let me know if I can call your office to see if we might arrange a convenient time to meet. I look forward to talking with you.

Thank you for your consideration.

Yours sincerely,

Student's signature

Name

**(2) Sample Resume format (You are advised to use your own format)**

---

***RESUME***

---

Full name (*you may use prefix to indicate gender e.g. Ms. or Mr.*)

Date of birth

(attach your  
recent photo)

Address

Telephone

Email

---

Academic achievements

Course :

Major :

Minor :

CGPA :

STPM : Grade Aggregate

SPM : Grade Aggregate

---

Language spoken and written (*indicate level of proficiency*)

---

Computer skills (*indicate level of proficiency*)

---

Extra curricular activities (*indicate level of participation*)

---

Working experience (*indicate salary if significant*)

---

Resume dated

### **(3) Sample letter for Acceptance of Offer**

Student's Name  
Address  
E-mail

Date:

Contact Person  
Name of Company  
Address

Dear [Name of Contact Person]

#### **Re: Acceptance of Offer for Industrial Training**

Thank you for your offer of employment as an Industrial Trainee at your company ....[Name of Company].... .

As we discussed on the phone this ....[morning/afternoon]...., I am delighted to accept your offer and look forward to working with ....[Name of Company].... .

You indicated that I will be receiving an allowance of RM ....[Amount of Allowance].... per month, and will have initial duties reporting to ....[Name of Supervisor].... . As your offer stated, my training will be from ....[Start Date]... to ....[End Date].... .

I will call you before I start my Industrial Training to see what information or materials I may need. In the meantime, please let me know if I can provide you with any information.

Again, thank you for offering me this exciting opportunity.

Sincerely,

Student's Signature  
Name  
Address

#### **(4) Sample letter for Rejection of Offer**

Student's Name  
Address  
E-mail

Date:

Name of Contact Person  
Address

Dear ....[Name of Contact Person].... :

#### **Re: Rejection of Offer for Industrial Training**

I wish to express my sincerest appreciation to you for including me in the interview process as you seek candidates for your Industrial Trainees position. It was a privilege and a pleasure to meet with you and the members of your staff.

I believe that training at your company is a great opportunity and would be an excellent experience. However, with all due respect, as I explained when we spoke this ..... [morning/afternoon]....., I am unable to accept your industrial training placement offer. I have decided to accept another offer which I believe very closely matches my training interest at this point in time.

Thank you so much for the time and effort you have given to me. I wish you and the staff of ....[Name of Company].... the best of success.

Yours sincerely,

Student's Signature  
Name  
Address