

## Cover Letter

Your Full Name :

City, State, ZIP Code :

Email Address :

Phone Number :

Gender :

Date :

Dear sir/ma'am,

I am writing to express my interest in the internship program at Engineering of catalyst and reaction kinetics research lab as a Chemical Engineering student from [**University Name**]. With a solid academic background and a strong passion for chemical engineering, I am eager to be part of your esteemed laboratory and gain practical experience in this field. Currently, I am in my [**year of study**], pursuing a Bachelor of Science in Chemical Engineering at [**University Name**]. My current CGPA is [**your CGPA**]. Enclosed, you will find my **confirmation certificate** and a copy of my **student ID** card for your reference.

My main objective during this internship is to gain practical skills and knowledge that will complement my academic learning. I am particularly keen to learn more about specific techniques, equipment, or processes and contribute to ongoing projects at your laboratory. I am confident that this experience will be instrumental in shaping my future career as a chemical engineer. I am available for the internship program from **start date** to **end date**, and I am fully committed to fulfilling the responsibilities assigned to me during this period. I understand the importance of adhering to the laboratory's guidelines and maintaining the highest standards of safety and professionalism.

Furthermore, I agree to pay for any accommodation that the institute requests and take full responsibility for any damage to equipment that may occur during my internship. Thank you for considering my application. I am looking forward to the opportunity to contribute and to learn from the esteemed professionals at your facility. Please find attached all the required documents for your review.

Yours sincerely, **Your Name**

## **Educational Background**

Higher Education:

City:

State: State

University Name:

City:

State: State

Year of Study:

**Clear picture of Student ID Card: Attach a picture of your student ID card below**

Here...

**Clear picture of Confirmation Certificate: Attach a copy of your confirmation certificate for CGPA**  
**blow**

Here...

**Clear picture of Letter from Your Department :Attach below**

Here...

### **Internship Duration and Agreement**

**Duration:** I am available for the internship program from **start date** to **end date**.

**Accommodation Agreement:** I agree to pay for any accommodation requested by the institute during my internship.

**Responsibility Agreement:** I agree to take full responsibility for any damage to equipment that may occur during my internship at Laboratory Name.

Thank you for considering my application. I look forward to the opportunity to contribute to and learn from Laboratory Name.

Yours sincerely,

Your signature

Your Name

**Note that :**

- Include all the required picture documents in this document and crosscheck before submitting your application.
- Make sure you attach the respective file under the given title.
- Attach a clear picture of the required information.
- Fill attached separately will not be reviewed
- You can use single page for each attachment whenever necessary