April 16th, 2022

Dear Sir or Madam,

With this letter I would like to express my interest in filling the internship vacancy at [Organization], in particular, the position of junir .

I am currently studying [School]. During these studies, students are readied to become [Desired

position]. The emphasis lies on [Emphasis] as during the educational process the topics of [Topics] are discussed. I would like to use my skills with [Organization], in order to make optimal use of my acquired knowledge.

I would describe myself as someone who is [Personal description]. Combined with my experience, I believe that I can make a valuable contribution to your organization. I see the position of [Desired position] as the perfect next step in my career. In the position of [Desired position] i expect to be able to develop myself further as a   
professional.

I would like to further explain my motivation to work at [Organization] during a personal meeting. You can reach me either by phone via +60197615805 or by email via harisimran0626@gmail.com.   
Thank you for your consideration. I look forward to hearing from you.

Dear Sir/Madam

APPLICATION OF POSITIONING FOR INTERNSHIP

I wish to be considered for any post that is related to my qualification for internship in your company. The internship training duration would be 24 weeks starting from 15th August till January 2023.

I’m a final year student for a degree in Information Technology at Universiti Tun Hussein Onn Malaysia (UTHM). I have completed the seven semester information technology course required by the program.

I believed that I have the necessary qualification and ability to be place in your company. My work experience over the past at Pizza Hut Restaurant and Core ICT Sdn Bhd has reaffirmed my interest in this field of work and helped me to develop an ability to communicate with people. More importantly, an internship with your company would be mutually beneficial.

My full particulars are shown in my attached resume.

I shall be more than happy to attend an interview at any time and look forward to hearing from you soon. Thank you for your consideration.