APPLICATION LETTER.

ABDI BORU GODANA

P.O BOX 324

NANYUKI.

[abdiboru401@gmail.com](mailto:abdiboru401@gmail.com)

0745225520

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Human Resource Officer

Kenya Industrial and Research Development Institute

P.O BOX

NAIROBI.

Dear Sir/Madam

RE: Application for Industrial Attachment

I am writing to express my interest in applying for an industrial attachment. I am currently a third year student in Machakos University pursuing a degree in Mechanical engineering.

I am to gain more skills and knowledge together with applying the theoretical knowledge learnt.

I have been actively involved in an internal attachment program within the school which has provided me with foundational knowledge about engineering.

I am particularly drawn to KIRDI due to its reputation for its innovation, company commitment and industrial leadership. I am keen to learn and contribute to such environment to develop my skills and gain valuable engineering experience.

I am available any time at your earliest convenient time.

Enclosed is my resume providing more details .

Kind regards.

Yours sincerely

Abdi Boru Godana