

## GUIDE TO SECURING OWN INTERNSHIP (APPLICABLE TO LUSAKA ONLY)

### Sample Application Letter for Industrial Attachment

[Your Full Name]

[Your Address]

[Your Phone Number]

[Your Email Address]

[Date]

The Human Resource Manager

[Company Name]

[Company Address]

Lusaka, Zambia

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**Subject:** Application for Industrial Attachment in Electrical and Electronics Engineering

Dear Sir/Madam,

I am writing to express my sincere interest in undertaking an industrial attachment at **[Company Name]** within your Electrical Engineering Department. I am currently a [3rd/4th] year student pursuing a **Bachelor's Degree in Electrical and Electronics Engineering** at [Your University Name].

As part of my academic program, I am required to complete a period of industrial attachment to gain practical experience in electrical installations, systems design, maintenance, and project implementation. I am particularly interested in your company due to its outstanding reputation in delivering high-quality electrical and energy solutions across Lusaka and beyond.

During my course of study, I have acquired theoretical knowledge in areas such as power systems, control systems, renewable energy technologies, and electrical machine operation. I am confident that this attachment opportunity will help me translate this knowledge into hands-on experience under the guidance of your experienced engineers and technicians.

Enclosed are the following documents to support my application:

- A letter of introduction from my university
- My Curriculum Vitae (CV)
- A copy of my National Registration Card (NRC)

- A copy of my Student ID

I am available to start my attachment from [Start Date] and am willing to work in any department or site your office may assign me to. I would appreciate the opportunity to learn from your team and contribute wherever possible.

Thank you for considering my application. I look forward to the possibility of joining your team and learning through your professional environment.

Yours faithfully,  
**[Your Full Name]**  
[Signature if printing]

## Top Electrical Companies in Lusaka for Student Attachments

### 1. ZESCO Limited

- **Type:** Government-owned electricity utility
- **Field:** Power generation, transmission, and distribution
- **Website:** [www.zesco.co.zm](http://www.zesco.co.zm)
- **Application:**
  - Write an application letter addressed to the HR Manager
  - Submit via email or in-person at the ZESCO HQ
- **Requirements:**
  - Letter of introduction from your university
  - Valid student ID
  - Updated CV
  - NRC copy

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### 2. CEC (Copperbelt Energy Corporation) – Lusaka Office

- **Field:** Power infrastructure & industrial energy supply
- **Website:** [www.cecinvestor.com](http://www.cecinvestor.com)
- **Application:**
  - Email your documents or drop them at the Lusaka office
- **Requirements:**
  - CV and cover letter
  - University recommendation letter
  - Academic transcripts (optional)

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### **3. Electro Commission Ltd**

- **Field:** Electrical contracting, power installation, solar systems
  - **Phone:** +260 211 222 400
  - **Location:** Along Kafue Road, Lusaka
  - **Application:**
    - Visit their office to drop an attachment application
  - **Requirements:**
    - Application letter
    - Copy of NRC and student ID
    - Reference letter from school
- 

### **4. GreenTech Power Solutions**

- **Field:** Solar power, energy systems, electrical contracting
  - **Website:** [greentechzm.com](http://greentechzm.com)
  - **Email:** info@greentechzm.com
  - **Application:**
    - Email with documents
  - **Requirements:**
    - University attachment letter
    - CV
    - Interest in renewable energy is a plus
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### **5. SunPower Systems Zambia**

- **Field:** Renewable energy and solar systems
  - **Email:** sunpowerzambia@gmail.com
  - **Phone:** +260 972 112 336
  - **Application:**
    - Attach your letter and documents and send via email
  - **Requirements:**
    - Motivation for working in solar energy
    - Technical skills in basic electrical installations
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### **6. PowerTech Electrical Engineering Ltd**

- **Field:** Electrical installations, maintenance, and contracting

- **Phone:** +260 211 289 482
  - **Email:** powertechzambia@gmail.com
  - **Application:**
    - Walk-in applications accepted
  - **Requirements:**
    - Attachment letter
    - NRC copy
    - Brief cover letter
- 

## 7. Astro Engineering Ltd

*(You've worked with them before)*

- **Field:** Construction, electrical, and mechanical works
  - **Location:** Lusaka
  - **Application:**
    - Internal recommendation may help
    - Attach your university documents and request letter
  - **Requirements:**
    - Demonstrate practical knowledge
    - Be ready to work on-site
- 

## 8. Access Solar Ltd

- **Field:** Solar energy systems and smart power technologies
  - **Email:** info@access-solar.com
  - **Application:**
    - Apply online or via email
  - **Requirements:**
    - Strong interest in energy access and sustainability
    - Provide academic results (optional)
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## 9. Bayo Technologies Ltd

- **Field:** Electrical engineering services and smart energy solutions
- **Phone:** +260 955 762 839
- **Location:** Northmead, Lusaka
- **Application:**
  - Walk-in or email applications
- **Requirements:**

- Basic computer-aided design (CAD) knowledge is a plus
  - Strong communication skills
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## 10. Napsa Real Estate (Electrical Department)

- **Field:** Building management systems and power systems
  - **Website:** [www.napsa.co.zm](http://www.napsa.co.zm)
  - **Application:**
    - Apply through NAPSA HR department
  - **Requirements:**
    - Be enrolled in an accredited university
    - Attachment letter and NRC
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## How to Go About It (Step-by-Step Guide)

1. **Prepare Your Documents:**
    - Cover/Application Letter
    - Curriculum Vitae (CV)
    - University Recommendation Letter/Attachment Letter
    - Copy of NRC and Student ID
  2. **Shortlist Companies:**
    - Choose 5–10 companies based on your interest (power, solar, construction, etc.)
  3. **Submit Applications:**
    - Visit offices or send emails. Hand-delivering can increase chances.
  4. **Follow Up:**
    - After 5–10 days, make a follow-up call or email to check your status.
  5. **Be Ready for Interviews:**
    - Some companies may ask basic technical questions (wiring, safety, electrical tools, etc.)
  6. **Start Early:**
    - Apply at least 1–2 months before your intended start date.
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## Tips for Success

- Show enthusiasm for practical experience
- Be willing to work even if unpaid (many companies offer learning but not stipends)
- Learn basic AutoCAD, solar systems, and electrical circuit design in advance
- Dress professionally when visiting offices

## **2. Electro Commission Ltd**

- **Field:** Electrical contracting, installations, solar projects
  - **Location:** Off Kafue Road, Lusaka
  - **Phone:** +260 211 222 400
  - **How to Apply:**
    - Walk-in submission recommended
  - **Requirements:**
    - University attachment letter
    - CV
    - ID copies
    - Motivation to work on practical projects
- 

## **3. GreenTech Power Solutions**

- **Field:** Solar energy systems, electrical designs, installations
  - **Location:** Libala South, Lusaka
  - **Website:** [www.greentechzm.com](http://www.greentechzm.com)
  - **Email:** info@greentechzm.com
  - **How to Apply:**
    - Email application with scanned documents
  - **Requirements:**
    - Attachment request letter
    - CV and student ID
    - NRC and university letter
- 

## **4. PowerCom Electrical Zambia Ltd**

- **Field:** Electrical systems, backup power, and construction
- **Location:** Kafue Road, Lusaka (Makeni area)
- **Phone:** +260 973 535 001
- **How to Apply:**
  - Visit the office or email them
- **Requirements:**
  - School letter for attachment
  - Motivation letter

- NRC & ID
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## 5. Astro Engineering Ltd

- **Field:** Electrical and mechanical works in building construction
  - **Location:** Industrial Area, Lusaka
  - **Phone:** +260 977 997 344
  - **Email:** astroengineeringzm@gmail.com
  - **How to Apply:**
    - Email or physically drop off documents
  - **Requirements:**
    - Letter from school
    - Brief CV
    - Interest in site-based electrical works
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## 6. Energex Solutions Zambia

- **Field:** Smart power systems, solar power, batteries, and inverters
  - **Location:** Kabulonga, Lusaka
  - **Phone:** +260 963 938 511
  - **Email:** info@energex.co.zm
  - **How to Apply:**
    - Email HR or visit premises
  - **Requirements:**
    - Academic background in electrical systems
    - Student ID and attachment letter
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## 7. Sparklek Electrical Engineering Ltd

- **Field:** Electrical installations, industrial automation, control systems
  - **Location:** Makeni Road, Lusaka
  - **Phone:** +260 975 779 465
  - **How to Apply:**
    - Apply in person or via email (check directory listing for address)
  - **Requirements:**
    - Technical interest in automation or control systems
    - Letter of recommendation from school
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## **8. Bayo Technologies Ltd**

- **Field:** Smart energy, solar, electrical consulting and installations
  - **Location:** Northmead, Lusaka
  - **Phone:** +260 955 762 839
  - **How to Apply:**
    - Send CV via WhatsApp or email
  - **Requirements:**
    - Enthusiasm for tech-based energy solutions
    - CV, NRC, and school letter
- 

## **9. Access Solar Ltd**

- **Field:** Solar design, installation, maintenance, and training
  - **Location:** PHI Area, Lusaka
  - **Email:** accesssolarzambia@gmail.com
  - **How to Apply:**
    - Email your application letter and school introduction letter
  - **Requirements:**
    - Good academic performance
    - Interest in renewable energy
    - Student card & NRC
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## **10. Kabel Electrical Engineering**

- **Field:** Residential and commercial electrical works
  - **Location:** Woodlands, Lusaka
  - **Phone:** +260 973 888 112
  - **How to Apply:**
    - Direct walk-in or appointment call
  - **Requirements:**
    - Letter of interest
    - University recommendation letter
    - Proof of ID
- 



## **How to Apply (Step-by-Step Guide)**

### **1. Prepare Application Documents**

- Application/cover letter (addressed to the HR Manager)
  - Curriculum Vitae (CV)
  - Attachment/Recommendation Letter from university
  - Student ID & NRC copies
  - Academic transcripts (optional but helpful)
- 

## 2. Shortlist Companies

- Choose 3–5 companies based on:
    - Interest (solar, construction, automation, etc.)
    - Location in Lusaka
    - Company size or project types
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## 3. Submit Application

- **Email:** Scan all documents and email with a short message
  - **In-person:** Dress formally, print your documents, and deliver them to the company's HR office or reception
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## 4. Follow-Up

- After 5–10 working days, follow up via call or email
  - Ask politely if there is any update regarding your application
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## 5. Be Ready

- Some companies may conduct short interviews
- You may be asked to assist on live projects — be punctual and willing to learn



# CURRICULUM VITAE (CV)

## 1. PERSONAL DETAILS

**Full Name:** Godfrey Benjamin Zulu

**Date of Birth:** [DD/MM/YYYY]

**Nationality:** Zambian

**NRC Number:** [e.g. 123456/11/1]

**Phone Number:** +260 [Your Number]

**Email Address:** [yourname]@gmail.com

**Residential Address:** [House No., Street, Area, Lusaka]

**Gender:** Male

**Marital Status:** Single

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## 2. CAREER OBJECTIVE

A highly motivated and results-oriented Electrical and Electronics Engineering student seeking an industrial attachment opportunity to apply theoretical knowledge in a practical environment, contribute to real-world projects, and gain hands-on experience in electrical systems, solar technologies, and engineering project implementation.

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## 3. EDUCATIONAL BACKGROUND

### Bachelor of Engineering in Electrical and Electronics Engineering

[University Name], Lusaka

*Expected Graduation:* [Month, Year]

*Years Attended:* [e.g. 2021 – Present]

*Key Courses:* Electrical Machines, Power Systems, Electronics, Control Systems, Renewable Energy Technologies

### Secondary School Certificate

[Name of School], [Town, Province]

*Year Completed:* [e.g. 2019]

*Zambia School Certificate – Distinctions in Math, Physics, and English*

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## **4. TECHNICAL SKILLS**

- Basic Electrical Wiring and Circuit Analysis
  - Installation of Electrical Equipment and Appliances
  - Familiar with AutoCAD Electrical and Proteus Design Suite
  - Solar PV Design Basics and Inverter Wiring
  - Electrical Safety Standards (ZABS/IEC)
  - Multimeter and Oscilloscope Handling
  - Basic Programming (Arduino, MATLAB, C)
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## **5. PRACTICAL EXPERIENCE (if any)**

### **Student Volunteer – Electrical Lab Assistant**

[University Name] – [Year]

- Assisted in wiring and testing of practical circuits during lab sessions
  - Maintained lab tools and safety procedures
  - Supported junior students in performing basic circuit setups
- 

## **6. PROJECTS (Academic)**

### **Mini Solar Home System Project**

- Designed and simulated a small off-grid solar system using solar panels, battery, and inverter
- Calculated energy requirements and developed system layout

### **Automatic Light Control using LDR and Relay**

- Designed and tested an automatic lighting system triggered by light intensity
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## **7. PERSONAL ATTRIBUTES**

- Team player and fast learner
- Strong analytical and critical thinking skills
- Ability to follow instructions and safety procedures
- Willingness to work in field and workshop environments

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## **8. LANGUAGES**

- English – Excellent
  - Bemba – Fluent
  - Nyanja – Good
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## **9. HOBBIES & INTERESTS**

- Circuit design and solar DIY projects
  - Reading engineering journals and case studies
  - Community service and mentoring youth in science and math
- 

## **10. REFERENCES**

**Dr. [Lecturer's Full Name]**

Senior Lecturer – Electrical Engineering  
[University Name]  
Phone: +260 [Phone Number]  
Email: [email address]

**Eng. [Supervisor's Name]**

Head of Electrical Department  
[Former internship place or lab]  
Phone: +260 [Phone Number]  
Email: [email address]