

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

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
 - **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
- **Application:**
 - Email your documents or drop them at the Lusaka office
- **Requirements:**
 - CV and cover letter
 - University recommendation letter
 - Academic transcripts (optional)

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
- **Email:** info@greentechzm.com
- **Application:**
 - Email with documents
- **Requirements:**
 - University attachment letter
 - CV
 - Interest in renewable energy is a plus

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

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
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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
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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
 - **Application:**
 - Apply through NAPSAs 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
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3. GreenTech Power Solutions

- **Field:** Solar energy systems, electrical designs, installations
 - **Location:** Libala South, Lusaka
 - **Website:** 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
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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
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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
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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)
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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

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.

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

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
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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

8. LANGUAGES

- English – Excellent
- Bemba – Fluent
- Nyanja – Good

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]