

07/06/2023

Human Resource Department,
Petronas Group Technical Solution,
Tower 3, Petronas Twin Towers,
Kuala Lumpur City Center,
50088 Kuala Lumpur.

(Att.: Human Resource Manager)

Dear Sir/ Madam,

APPLICATION FOR INDUSTRIAL TRAINING PLACEMENT

Name : NURAIN ALEEYA BINTI CHE ZAHARUDIN
Student ID : CB20164
Program : BACHELOR OF COMPUTER SCIENCE (SOFTWARE
ENGINEERING) WITH HONOURS
Faculty : FACULTY OF COMPUTING

As a part of graduation requirements, the Final Semester Students/Year 3 students of **Universiti Malaysia Pahang** will have to undergo an industrial training program for duration of maximum of one (1) semester. Training will tentatively commence on **14 August 2023** to **26 January 2024**.

2. I have finished theoretical and hands on education and this practical training will be my **compulsory subject** before entering the work market. Therefore I seek your kind support and cooperation by considering me to be attached to your company.

3. Enclosed herewith, please find a set of reply form, my results and resume for your perusal. Kindly reply within 2 weeks upon receiving this letter or not later than **13 August 2023**. Should you have any inquiries, please don't hesitate to contact me.

Look forward for a positive reply from you as soon as possible.

Thank you.

Yours sincerely,



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Name: Nurain Aleeya binti Che Zaharudin
H.P no: 01129363638
E-mail : nurainaleeyacz@gmail.com

Enc. i. Curriculum Check List/Partial Transcript
 ii. Resume
 iii. Industrial Training Reply Form



Reply to:

INDUSTRIAL TRAINING UNIT & GRADUATE EMPLOYABILITY
INDUSTRIAL PARTNERSHIP & COMMUNITY RELATION DIVISION
UNIVERSITI MALAYSIA PAHANG (UMP)
LEBUHRAYA TUN RAZAK,
26300 GAMBANG, KUANTAN, PAHANG, MALAYSIA.

TEL: +609 - 549 2750
Email: li@ump.edu.my

FAX: +609 - 549 2525
<http://jjim.ump.edu.my>

Industrial Training Period : 14 August 2023 to 26 January 2024 (please state dates and duration if different from application letter)

1. Please specify whether your organization is willing to offer industrial training place for:

YES ☐ (Offer is valid until _____)

NO ☐

Name : NURAIN ALEEYA BINTI CHE ZAHARUDIN
Student ID : CB20164
Identity Card No. : 000927030564
Program : BACHELOR OF COMPUTER SCIENCE (SOFTWARE ENGINEERING)

2. List of benefits (if any):

(a) Allowance	YES	<input type="checkbox"/>	RM/\$:	NO	<input type="checkbox"/>
(b) Accommodation	YES	<input type="checkbox"/>		NO	<input type="checkbox"/>
(c) Overtime	YES	<input type="checkbox"/>	RM/\$:	NO	<input type="checkbox"/>
(d) Others (please specify):	_____				

3. Please briefly specify scope of work for Interns:

(a) Working days: _____

(b) Working hours: _____

(Please specify if the students required to work in shift)

4. Please specify Company Information:

- (a) Company name: _____
- (b) Company Registration No: _____
- (c) Company Type: MNC | GLC | SME | GOVERNMENT | OTHERS: _____
- (d) CEO/HR Manager or someone in upper management: _____
- (e) Designation: _____
- (f) Mailing address: _____

- (g) Contact person name: _____
- (h) Contact person position: _____
- (i) Contact person email: _____
- (j) Telephone no.: _____
- (k) Fax no.: _____

5. Please specify Industrial Supervisor/person in charge information:

- (a) Supervisor's name: _____
- (b) Contact no: _____
- (c) Email: _____
- (d) Training address: _____

Signature : _____

Name : _____

Position : _____

Date : _____

Official stamp :

Official stamp