

..... , 2018

CEO

OurEdu
Dhaka, Bangladesh

Subject: Request for volunteer work to get industrial experience.

Dear sir,

With due respect I, ,
National Id / Birth Id No# , am interested to work voluntarily at OurEdu
as a Programmer / Graphics Designer / Marketing Representative to improve my industrial
experience.

May, I therefore pray and hope that you would consider my application to become a team
member of OurEdu for the next four months.

Sincerely yours,

**Please attach bellow documents (hardcopy and softcopy) with the filled up application
form.**

Attached Document List:

1. One Passport Photo
2. Photocopy of National Id card / Birth Certificate
3. Photocopy of your partial transcript of IUBAT
4. Screenshot document of Facebook friends' invitation (Must be whole page.)
5. (Only for current team members) paper (computer typing) mentioning your contribution last 4
months at OurEdu.
6. (Only for current team members) all printed "weekly report" documents of spring semester
2018.

OurEdu Bible for New and Current Members:

1. It is a four months voluntary work. Selected person must be committed to work at OurEdu at least four months after selection.
2. Each member of OurEdu must work two days per week. Friday (9:00 am – 5:00 pm) is compulsory for each of the members. Another day (flexible hours) will be chosen by individual member on based of class routine.
3. Members of programming and graphics designing divisions have to visit different education institutions one day (except Friday) weekly to promote OurEdu products.
4. Each team member must come at OurEdu office or selected place to work for OurEdu at time.
5. Each member of OurEdu must have his or her own laptop and it is mandatory to bring member's own laptop during the office time.
6. Any office properties or materials (for example- program coding, business plan of OurEdu) shared, disclosed or used personal activities without permission of CEO are serious crime. If any member (existing or previously worked at OurEdu) involves similar types of activities, OurEdu has complete right to disclose it publicly and take legal action against the member which will affect his or her future career.

I am completely agree above conditions and am interested to work as a team member of OurEdu for the next four months.

Signature with date