

Mohd Aizat bin Mohd Zain
4/1 Kampung Masjid Beserah
26100, Kuantan, Pahang
Darul Makmur

7th March 2016

Dear Sir/Madam,

Application of Internship Position

The reason why I'm writing this letter is to show my interest in applying an internship position at your company. The opportunity in completing an internship at your company will help me to develop and pursue my career as an electrical engineer when I have completed my degree.

I am a student at University Technical Malaysia Melaka (UTeM) who is currently pursuing my third year in Bachelor of Electrical Engineering (Control, Instrumentation & Automation) degree. Here in UTeM, we are required to complete 10 weeks of industrial training. Hence, I would prefer I could do my internship from 27th June 2016 till 2nd September 2016.

Next, I also believed in my academic credentials and my background in electrical engineering would contribute to the growth to your company. This is proven in my academic records and involvement in co-curricular activities such that they have taught me the importance of interpersonal skills as well as preparing me to work in any environment. Thus I am convinced that I will be an advantage to your company.

Through the completion of my internship program at your company, I am confident that I will be well equipped with the required skills and gained valuable

experiences which are related to electrical engineering. Furthermore, this internship opportunity will definitely expose me to lots of new things and provide a networking platform for future reference.

Lastly, along with this document, I attached my resume, university supporting letter, and my university internship replying form. I hope to meet with a favorable response.

Yours faithfully,
Mohd Aizat bin Mohd Zain
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