Nur Anidah Binti Mat Yasin,

No 14 Jalan Permata 3,

Kampung Permata Sri Kundang,

48050 Rawang,

Selangor Darul Ehsan.

16th December 2016

To whom it may concern,

Dear Sir/Madam;

**APPLICATION FOR THE POST OF INDUSTRIAL TRAINEE**

As indicated above, I am writing to express my interest for the post of Industrial Trainee at your company. I would appreciate your time in evaluating my qualifications that related to the post that you are offering. Attached is a copy of my current resume and a reply form.

I am a fourth year student in Bachelor of Vocational Education (Electrical & Electronic) at University Tun Hussein Onn Malaysia. The 10-weeks-industrial training is part of the degree program and this is carried out after finishing the fourth year of studies. Throughout my studies, I have been equipped with the necessary knowledge including technical skills such as AutoCad, C++, wiring, MS Office aspects which I believe, would be beneficial to your company.

This industrial training will give me experiences and acquainted me with the wide range of skills that cannot be obtained in studies. During the training program, I will able to apply my theoretical knowledge to a practical situation. For your information,my involvement in many academic and extracurricular activities has done so well in developing my communication and leadership skills. I look forward to apply these skills to your company to further improving myself.

I am sending this cover letter, result transcripts, reply form and the enclosed resume in the hope that I can secure a position at your company. Along with the enclosed resume is a reply form for you to return to the faculty if you perceive that I am suitable to undergo industrial training with your company. If you have any queries, please do not hesitate to contact me via email or phone. Thank you for your time and consideration. I look forward to your positive response.

Thank you.

Yours sincerely,

NUR ANIDAH BINTI MAT YASIN

Enclosure: Resume, Cover letter , Reply Form and Confirmation Official Letter