

**SAMPLE COVER LETTERS FOR STUDENT REFERENCE (TO SEEK INDUSTRIAL TRAINING PLACEMENT)**

<Date>  
<Name of Contact Person>  
<Designation>  
<Name of Company>  
<Address of Company>

Dear Sir/Madam,

**APPLICATION FOR INDUSTRIAL TRAINING PLACEMENT**

With regards to the above matter, I am writing in seeking industrial training placement in your organization.

I am a final year student pursuing the (Name of Course) at Universiti Selangor, planning to undergo industrial training commencing (Date start-Date end) for duration of about 15weeks/6months. The industrial training is a partial requirement prior to being awarded a diploma or a degree.

I am keen to join your esteemed organization as I believe that your company provides great opportunity for me to learn and acquire the practicality aspects of my study area.

Attached is my resume for your review. I would like the opportunity to further discuss with you on my application. Please let me know if I can call your office to see if we might arrange a convenient time to meet.

A formal letter of application issued by the university will be sent to you once you indicate your acceptance to offer industrial training placement.

Thank you for your consideration.

Yours faithfully,

Student's name  
Phone number/email

# Application Letter For Industrial Training Sample

**Great Britain. Parliament. House of  
Commons**

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## **Table of Contents Application Letter For Industrial Training Sample**

1. Understanding the eBook Application Letter For Industrial Training Sample
  - The Rise of Digital Reading Application Letter For Industrial Training Sample
  - Advantages of eBooks Over Traditional Books
2. Identifying Application Letter For Industrial Training Sample
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Application Letter For Industrial Training Sample
  - User-Friendly Interface
4. Exploring eBook Recommendations from Application Letter For Industrial Training Sample
  - Personalized Recommendations
  - Application Letter For Industrial Training Sample User Reviews and Ratings
  - Application Letter For Industrial Training Sample and Bestseller Lists
5. Accessing Application Letter For Industrial Training Sample Free and Paid eBooks
  - Application Letter For Industrial Training Sample Public Domain eBooks
  - Application Letter For Industrial Training Sample eBook Subscription Services
  - Application Letter For Industrial Training Sample Budget-Friendly Options

6. Navigating Application Letter For Industrial Training Sample eBook Formats
  - ePUB, PDF, MOBI, and More
  - Application Letter For Industrial Training Sample Compatibility with Devices
  - Application Letter For Industrial Training Sample Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Application Letter For Industrial Training Sample
  - Highlighting and Note-Taking Application Letter For Industrial Training Sample
  - Interactive Elements Application Letter For Industrial Training Sample
8. Staying Engaged with Application Letter For Industrial Training Sample
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Application Letter For Industrial Training Sample
9. Balancing eBooks and Physical Books Application Letter For Industrial Training Sample
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Application Letter For Industrial Training Sample
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Application Letter For Industrial Training Sample
  - Setting Reading Goals Application Letter For Industrial Training Sample
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Application Letter For Industrial Training Sample
  - Fact-Checking eBook Content of Application Letter For Industrial Training Sample
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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