

(1) Sample Cover Letters for Student reference (to seek industrial placement)

(a)

<Date>

<Name of Contact Person>

<Designation>

<Name of Company>

<Address of Company>

Dear Sir / Madam,

Ref: Application for Industrial Training Attachment

I am a *year # student pursuing the (Name of Course)* at Universiti Tunku Abdul Rahman, and wish to apply as a trainee for Industrial Training in your company.

Your company is very suitable to me in terms of my area of interest and your location.

It is a requirement that I spend three months in an industry prior to the final year programme.

As your company is not among those contacted by the University, I have obtained permission from the Dean to submit my application to you directly.

I enclose herewith the letters from the University and my particulars.

I shall be most grateful if my application is considered favourably.

Thank you.

Yours faithfully,

Student's name

(b)

<Date>

<Name of Company>

<Address of Company>

To Whom It May Concern:

Dear Sir/Madam,

Dear [Sir/Madam],

Application for Industrial Training Placement At [*name of company*]

I would like to apply for the position of Industrial Trainee at your company.

[provide reasons why the company should accept your application]

[provide the duration of attachment]

I enclose my resume for your consideration.

Thank You.

Yours truly,

[name of applicant]

[address of applicant]

Encl. Resume and Copies of Transcript

(c)

<Date>

<Name of Contact Person>

<Designation>

<Name of Company>

<Address of Company>

Dear Sir/Madam,

As a student doing Bachelor of <course> at <Name of Faculty>, Universiti Tunku Abdul Rahman, I am seeking for opportunity to do my industrial training in the area related to my course of study. From the research I have conducted on ... [Name of Company] ..., I am interested in pursuing ... [name of position] ... intern position. ... [Briefly describe your interest in this company]...

[Highlights two or three key experiences and/or academic achievements that directly relate to the qualifications the employer is seeking]. [Show proves that you have some of the key skills for the position].

Attached is my resume for your review. I would like the opportunity to further discuss with you the ...[name of job]... internship and my qualifications. Please let me know if I can call your office to see if we might arrange a convenient time to meet. I look forward to talking with you.

Thank you for your consideration.

Yours sincerely,

Student's signature
Name

(2) Sample Resume format (You are advised to use your own format)

RESUME

Full name (*you may use prefix to indicate gender e.g. Ms. or Mr.*)

Date of birth

(attach your
recent photo)

Address

Telephone

Email

Academic achievements

Course :

Major :

Minor :

CGPA :

STPM : Grade Aggregate

SPM : Grade Aggregate

Language spoken and written (*indicate level of proficiency*)

Computer skills (*indicate level of proficiency*)

Extra curricular activities (*indicate level of participation*)

Working experience (*indicate salary if significant*)

Resume dated

(3) Sample letter for Acceptance of Offer

Student's Name
Address
E-mail

Date:

Contact Person
Name of Company
Address

Dear [Name of Contact Person]

Re: Acceptance of Offer for Industrial Training

Thank you for your offer of employment as an Industrial Trainee at your company[Name of Company].... .

As we discussed on the phone this[morning/afternoon]...., I am delighted to accept your offer and look forward to working with[Name of Company].... .

You indicated that I will be receiving an allowance of RM[Amount of Allowance].... per month, and will have initial duties reporting to[Name of Supervisor].... . As your offer stated, my training will be from[Start Date]... to[End Date].... .

I will call you before I start my Industrial Training to see what information or materials I may need. In the meantime, please let me know if I can provide you with any information.

Again, thank you for offering me this exciting opportunity.

Sincerely,

Student's Signature
Name
Address

(4) Sample letter for Rejection of Offer

Student's Name
Address
E-mail

Date:

Name of Contact Person
Address

Dear[Name of Contact Person].... :

Re: Rejection of Offer for Industrial Training

I wish to express my sincerest appreciation to you for including me in the interview process as you seek candidates for your Industrial Trainees position. It was a privilege and a pleasure to meet with you and the members of your staff.

I believe that training at your company is a great opportunity and would be an excellent experience. However, with all due respect, as I explained when we spoke this [morning/afternoon]....., I am unable to accept your industrial training placement offer. I have decided to accept another offer which I believe very closely matches my training interest at this point in time.

Thank you so much for the time and effort you have given to me. I wish you and the staff of[Name of Company].... the best of success.

Yours sincerely,

Student's Signature
Name
Address

(5) Sample Letter (with Checklist) for submission of documents

Date

Deputy Dean, Student Developmenty
<Name of Faculty>
<Faculty Address>
Universiti Tunku Abdul Rahman

Dear Sir

SUBMISSION OF DOCUMENTS FOR INDUSTRIAL TRAINING

I _____ NRIC No _____ Student ID No. _____,
(to state student's name)

pursuing a Course of Study: <Course Name>, <state Year & Semester> refer to the industrial training from <date> to <date> given to me by the Company <to state the company name, company number and address>

I hereby submit the following documents: *(Put a ✓ tick in the appropriate boxes)*

- ☐ A copy of the Company's letter of offer for industrial training
- ☐ Letter of Undertaking and Indemnity for the University given by the student
- ☐ Letter of Undertaking and Indemnity for the University given by the student's parents/guardian
- ☐ Letter of Indemnity for the Company given by the student
- ☐ Letter of Indemnity for the Company given by the student's parents/guardian

A Cover Note or Duplicate Copy of Insurance Policy for:

- ☐ Additional insurance coverage of Group Personal Accident Insurance
- ☐ Death [please specify limit of coverage RM]
- ☐ Permanent Total Disablement [please specify limit of coverage RM]
- ☐ Personal Liability Insurance [please specify limit of coverage RM]
- ☐ Medical Insurance [please specify limit of coverage RM]
- ☐ Hospitalization & Surgical Insurance [please specify limit of coverage RM]
- ☐ Any other insurance policies as advised by the University
[please specify type(s) and limit(s) of coverage RM]
- ☐ Any other insurance policies as stipulated by the Company
[please specify type(s) and limit(s) of coverage RM]

Thank you.

Yours sincerely

Student's Signature

Name:

Contact Address:

Contact Phone Nos:

Enclosures: ()

ACKNOWLEDGEMENT

I,hereby acknowledge receipt of the above documents from the above named student

Industrial training Coordinator's Signature:

Name of Coordinator:

(6) Sample Letter of Undertaking & Indemnity for UTAR Given By Student

<Date>
Deputy Dean, Student Development
<Name of Faculty>
Universiti Tunku Abdul Rahman
Address

Dear Sir

INDUSTRIAL TRAINING UNDERTAKING AND INDEMNITY

I,NRIC No Student ID No
(to state student's name)

<hereinafter referred to as "I">

am pursuing a Course of Study Year & Semester
refer to the industrial training from <date> to <date> given to me by the Company

.....
(to state the company name, company number and address)
<hereinafter referred to as "the Company">

I, hereby declare and agree to abide by the University's terms and conditions for industrial training.

I further declare and confirm that the University shall not be held responsible in the event of any misfortune or accidents and/or personal injuries whether fatal or otherwise involving me.

I shall undertake full responsibility of all the consequences should any other person or body suffer such accidents and/or personal injuries and/or damage to property as a result of my negligent act or omission during the course of industrial training.

I shall indemnify and keep indemnified the University against any liability, demand, claim, loss or lawsuit in respect of personal injuries to me and/or to anybody and/or property damage arising out of or caused by my negligent act or omission during the course of industrial training.

I hereby acknowledge and confirm that I have been cautioned to obtain additional insurance coverage for the current Group Personal Accident (for students) Insurance and to obtain the necessary insurance coverage for Medical, Hospitalization and Surgical and Personal Liability Insurance coverage for any accidents or personal injuries or perils or losses or damage caused to persons or body or property during the period of the industrial training.

I further declare that I shall obtain, maintain and keep these insurance policies valid throughout the period of the industrial training.

Upon notification by the Company, I shall obtain and keep valid the necessary insurance policies (please specify insurance policies and limits of coverage) as stipulated by the Company throughout the period of industrial training. (optional paragraph)

I shall undertake to uphold the good name of the University and abide by the code of conduct of the University, the Company, the industry and any other relevant rules and regulations at all times during the course of my industrial training. I shall not hold the University responsible for my misconduct or wrong doing at all times during the course of my industrial training.

I further undertake not to breach the terms and conditions of the contract for industrial training between myself and the Company.

I enclose a copy of the Company's letter of offer for industrial training.

Yours sincerely

Student's Signature
Name:
Contact Address:
Contact Phone Nos:
Email:
Enclosure: ()

(7) Sample Letter of Undertaking & Indemnity for UTAR Given By Parents/ Guardian

Date:

Deputy Dean, Student Development
<Name of Faculty>
Universiti Tunku Abdul Rahman
Address

Dear Sir

INDUSTRIAL TRAINING UNDERTAKING AND INDEMNITY

We,the parents/guardian of
to state parents/guardian names and NRIC Nos.) (to state student's name, NRIC No, Student ID
No.

Course of Study, Year & Semester)

<hereinafter referred to as "the undersigned parents/guardian"> refer to the industrial training from <date> to
<date> given to our son/daughter by the Company (to state the company name, company number and address
) <hereinafter referred to as "the Company">

We, the undersigned parents/guardian shall ensure that our son/daughter shall abide by the University's terms
and conditions for industrial training.

We, the undersigned parents/guardian hereby declare and confirm that the University shall not be held
responsible in the event of any misfortune or accidents and/or personal injuries whether fatal or otherwise
involving our son/daughter.

We, the undersigned parents/guardian shall undertake full responsibility of all the consequences should any
other person or body suffer such accidents and/or personal injuries and/or damage to property as a result of
our son/daughter's negligent act or omission during the course of industrial training.

We, the undersigned parents/guardian shall indemnify and keep indemnified the University against any liability,
demand, claim, loss or lawsuit in respect of personal injuries to our son/daughter and/or to anybody and/or
property damage arising out of or caused by our son/daughter's negligent act or omission during the course of
industrial training.

We, the undersigned parents/guardian hereby acknowledge and confirm that we have been cautioned to obtain
additional insurance coverage for the current Group Personal Accident (for students) Insurance and to obtain
the necessary insurance coverage for Medical, Hospitalization and Surgical, and Personal Liability Insurance
coverage for any accidents or personal injuries or perils or losses or damage caused to persons or body or
property during the period of the industrial training.

We, the undersigned parents/guardian further declare that we shall obtain, maintain and keep these insurance
policies valid throughout the period of the industrial training.

Upon notification by the Company, we, the undersigned parents/guardian shall obtain and keep valid the
necessary insurance policies (please specify insurance policies and limits of coverage) as stipulated by the
Company throughout the period of industrial training. (optional paragraph)

We, the undersigned parents/guardian shall ensure that our son/daughter uphold the good name of the
University and abide by the code of conduct of the University, the Company, the industry and any other
relevant rules and regulations at all times during the course of industrial training.

We, the undersigned parents/guardian further confirm that the University shall not be held responsible for our
son/daughter misconduct or wrong doing at all times during the course of industrial training.

We, the undersigned parents/guardian shall ensure that our son/daughter shall not breach the terms and
conditions of the contract for industrial training.

We enclose a copy of the Company's letter of offer for industrial training.

Yours sincerely

Parents'/Guardian's Signature:

Name of Father:

Name of Mother:

Name of Guardian:

Contact/House Address:

Contact Phone Nos:

Enclosure: ()

(8) Sample Letter of Indemnity & Undertaking for the Company Given By Student

Date

Name & Designation
Name of the Company
Address

Attention: (to state name and designation of Contact Person of the Company)

Dear Sir

LETTER OF INDEMNITY FOR INDUSTRIAL TRAINING

I, NRIC No. Student ID No.
(to state student's name)

Course of Study: Year & Semester:

Period of Industrial Training: From <date> to <date>

<hereinafter referred to as "I"> refer to the above industrial training given to me by your Company.

In consideration of your Company affording the above industrial training, I shall be liable for and indemnify your Company against any liability, demand, claim, loss or lawsuit in respect of personal injuries to me and/or to anybody and/or property damage arising out of or caused by my negligent act or omission during the course of industrial training.

I shall undertake full responsibility of my action and behaviour at all times during the course of industrial training. The University shall not be liable for my misconduct or wrong doing.

I enclose a letter from the University stating that registered students are currently covered by Group Personal Accident (for students) Insurance which has a maximum compensation sum insured of RM45,000-00.

Upon notification by the Company, I shall obtain and keep valid the necessary insurance policies (please specify insurance policies and limits of coverage) as stipulated by the Company throughout the period of industrial training. (optional paragraph)

I further undertake not to breach the terms and conditions of the Company's contract for industrial training.

Yours sincerely

Student's Signature

Name:

Contact Address:

Contact Phone Nos:

Enclosure: ()

cc: Deputy Dean, Student Development
<Name of Faculty>
Universiti Tunku Abdul Rahman
Address

**(9) Sample Letter of Indemnity & Undertaking for the Company Given By
Parents/Guardian**

Date

Name & Designation
Name of the Company
Address

Attention: (to state name and designation of Contact Person of the Company)

Dear Sir

LETTER OF INDEMNITY FOR INDUSTRIAL TRAINING

We,

.....
(to state parents/guardian names and NRIC Nos.)
the parents/guardian of (to state student's name, NRIC No, Student ID No. Course of Study,
Year & Semester)
<hereinafter referred to as "the undersigned parents/guardian"> refer to the industrial training
from <date> to <date> given to our son/daughter by the Company (to state the company
name, company number and address) <hereinafter referred to as "the Company">

In consideration of your Company affording the above industrial training, we, the undersigned
parents/guardian shall be liable for and indemnify your Company against any liability,
demand, claim, loss or lawsuit in respect of personal injuries to our son/daughter and/or to
anybody and/or property damage arising out of or caused by our son/daughter's negligent act
or omission during the course of industrial training.

We shall undertake full responsibility of our son/daughter's action and behaviour at all times
during the course of industrial training. The University shall not be liable for our
son/daughter's misconduct or wrong doing.

We enclose a letter from the University stating that our son/daughter being a registered
student is currently covered by Group Personal Accident (for students) Insurance which has a
maximum compensation sum insured of RM45,000-00.

Upon notification by the Company, we, the undersigned parents/guardian shall obtain and
keep valid the necessary insurance policies (please specify insurance policies and limits of
coverage) as stipulated by the Company throughout the period of industrial training. (optional
paragraph)

Yours sincerely

Parents'/Guardian's Signatures

Name of Father:

Name of Mother:

Name of Guardian:

Contact/House Address:

Contact Phone Nos:

Enclosure: ()

cc: Deputy Dean, Student Development
 <Name of Faculty>
 Universiti Tunku Abdul Rahman, Address

(10) Response to Letter of Warning: [*Non-Compliance*]

<date>

Dean/Deputy Dean, Student Development

<Name of Faculty>

<Faculty Address>

Universiti Tunku Abdul Rahman

Dear [Sir/Madam],

Response to Letter of Warning: [*Non-Compliance*]

I refer to your Letter of Warning dated [*date*]. I would like to clarify my position.

[*provide reasons for non-compliance*]

[*explain you understand the consequence of non-compliance to contract*]

[*appeal - if required*]

[*state you will not repeat the mistake - if any, if required*]

Thank you.

Yours truly,

[name of student]

[address of student]

[NRIC]

[student no.]

On attachment at

[name of company]

[address of company]

(11) Application Form



INDUSTRIAL TRAINING

(To submit in duplicate)

Date for Industrial Training: _____

Trainee particulars:

Name: _____ Sex

: _____

(In full & Block letters)

Registration No. : _____ I.C.: _____

Faculty: _____ Course: _____ Year of

study: _____ Semester: _____

Correspondence Address:

_____ Post code:

Telephone/Mobile Phone no. : _____ Email Address:

Name of Company assigned:

Address:

Telephone No. : _____ Fax No. : _____ Email Address:

Contact Person :

_____ Designation: _____

Type of Business/Work function :

Name of supervisor assigned by UTAR:

Email Address: _____

(12) Contact form



INDUSTRIAL TRAINING

Importance Contact Particulars

Trainee particulars:

Name: _____ Registration No.

: _____

(In full & Block letters)

Faculty: _____ Course: _____ Year of

Study: _____ Semester: _____

Current Address:

_____ Post code: _____

Telephone/Mobile Phone no. : _____ Email Address:

Name UTAR supervisor:

Hand phone No. : _____ Fax No. : _____ Email Address: -

Name of Company assigned:

Address:

Name of Manager:

Telephone No. : _____ Fax No. : _____ Email Address:

Name of Co. Supervisor:

Telephone No. : _____ Fax No. : _____ Email Address: