

Guidelines for information to be included in the letter to apply for the position as industrial trainee

- 1) A short introduction, describing your name, courses you have taken, semester scheduled to undergo practical training as well as the duration (how long).
- 2) Your curricular & extra-curricular achievements
- 3) WHY are you applying to that particular company
- 4) WHAT do you hope to learn and gain from doing the training there
- 5) WHAT and HOW you feel you can contribute to the company
- 6) SKILLS and KNOWLEDGE which you have which may be of use to the company
- 7) OTHER relevant information which may help

The application letters should be kept short, concise and straight to the point.

Finally please include the CV (resume). The CV should be professional but not boring.

Include a photo.