INTERNSHIP FORM

**(To be filled by Applicant)**

**(FULL NAME)**

**(CONTACT NO)**

**(ADDRESS)**

**(EMAIL)**

**Date:**

**To**

**Manger Human Resource**

**Mari Petroleum Company Limited**

**Sir,**

As part of the program of study at **(University Name)**, students are required to complete 4-6 weeks of internship in a reputable company.

I am currently enrolled in **(Semester & Discipline)**. My **CGPA/Grade** till now is \_\_\_\_\_\_\_\_\_.

In order to gain valuable field/ on the job experience, I would like to apply for internship in your esteemed organization from \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_.

I have attached the duly required University Recommendation Letter and detailed resume of my credentials.

Sincerely,

(Signature)

**Letter Head of University**

Ref. No:

Dated:

From:

To:

Subject: Internship (*Year*)

Practical training of the (*Discipline*) students is a pre-requisite for the award of (*Degree*). Your co-operation in providing real life work experience to our young interns helps them understand first-hand the challenges of industrial work life. With this internship students will be able to become conversant with the latest techniques and developments in the market. We would highly appreciate if you allow (*number of students*) of our department (*list attached*) for internship in your Organization in the relevant field from (*mention dates/duration*). Your co-operation will help us in our objective of preparing useful talent force for the industry.

**Note: Particulars of Students must include Full Name, Current semester, Discipline of study, CGPA, Contact number of student, email address of student**

**Name & Sign**

**Incharge Internships/Career Cell**

**Contact Number**

**Name/Sign/Stamp Chairman/ Departmental Head**