

Date:

From

Name: _____

Reg.No. _____

Department of _____

St. Joseph's College (Autonomous)

Tiruchirappalli - 620002

To

Respected Sir/Madam,

SUB: Application for Internship Training – Reg.

I am writing to you to consider me for the Internship Programme with your esteemed institution/organization. I am pursuing B.A. _____ / B.Sc. _____ / B. Com/B.Com CA/ BBA/ BCA at St. Joseph's College (Autonomous), Tiruchirappalli. I will be available from _____ to _____.

I strongly feel that the training with you would provide me with the best exposure in teaching /industry, and it would give me an opportunity to prove my mettle, and help me to connect my training in the classroom to teaching/industry.

I assure you that I would work through the Internship Programme with utmost care and commitment and would try to be an asset to your Institution/Company. I also assure you that I shall not, in any way, cause any inconvenience to you and to the Institution/Company.

I herewith attach my Curriculum Vitae for your kind reference and I hope to receive a positive reply from you.

Thanking you

Yours truly

(Signature)

Forwarded by the Head of the Department

Signature

Seal