

NAME _____,
P.O BOX 000-00000,
TOWN _____,
DATE : _____.

THE HUMAN RESOURCE MANAGER,

_____ ,

P.O BOX _____ ,

L_____ **U.**

Dear Sir/Madam,

RE: APPLICATION FOR

I am a second year Bachelor of Commerce (accounting option) degree student at _____ University College. I am kindly requesting to be attached with your organization for the period between _____ to _____.

This will be in partial fulfillment of my degree program and will enable me get the much needed experience. I have attached the recommendation letter from the university and my curriculum vitae.

Given a chance, I am sure I will be a credit to your organization.

I look forward to your positive correspondences to my application.

Yours sincerely,
