

Alisa Bt. Azlan  
M-6-6-3, Diamond Courts  
Taman AmpangHilir  
68000, Ampang  
Selangor

07 December 2014

The Human Resources Department  
Kinokuniya Book Stores (M) SdnBhd  
Lots 406-408 & 429-430, Level 4  
Suria KLCC, Kuala Lumpur City Centre  
50088, Kuala Lumpur

Dear Sir/Madam

### **INTERNSHIP PLACEMENT**

Referring to the subject above, I am interested in applying for an internship position in your institution.

I am presently undergoing my final semester as a Diploma in English Language Studies student in Kolej Universiti Islam Antarabangsa Selangor. As part of my studies, I am required to carry out a three month internship in order to complete my diploma.

I am a dedicated person and I am also very enthusiastic in gaining new experiences. I also enjoy working individually or in a team.

Other details about me can be found in my resume which I have enclosed with this letter. I am available to come for an interview at any time. You can reach me via phone at 019-XXX 5560 or you can email me at [alisa\\_azlan@yahoo.com](mailto:alisa_azlan@yahoo.com)

I look forward to hearing from you soon.

Thank you.

Yours faithfully

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(ALISA BT. AZLAN)

Encl.