

CO-OP BRIEFING

Updated: Oct 2025

PERSON IN CHARGE

Co-op Placement Coordinator

Name : Susie Yeo

Email : susieyeo@pilley.edu.my

Co-Op Academic Supervisor

1. Mr. Adam Tiong- B.A. (Hons) in Accounting
2. Ms. Teo Jie - B.A. (Hons) in Marketing

WHAT IS CO-OP?

Internship for UCSI programmes

- Consists of 3 course modules (Co-Op 1, then Co-Op 2 & Co-Op 3)
- Co-Op 2 & 3 **can** be taken together during the **long semester (May, Sep)**.
- Co-Op 2 & 3 **cannot** be taken together during the **short semester (Feb)**.
- **The above situations may vary, so please consult your mentor for confirmation.**
- Co-Op 1 must be taken on its own and cannot be combined with any other Co-Op module.
- Each module involves 2 months of real workplace training experience.
- Compulsory subject.
- Each module carries 3 credit hours and is graded based on written assignments and the employer's evaluation upon completion.

CO-OP SCHEDULE

- Each Co-Op module requires 2 months of workplace training.
- Co-Op 1 is normally taken during the February semester.
- Co-Op 2 and Co-Op 3 can be taken during the May or September semesters.
- During the February semester, you may only take either Co-Op 2 or Co-Op 3, not both.
- While enrolled in a Co-Op module, no other subjects are allowed, except for EAB.

PLACEMENT REQUIREMENTS

- Must complete 60% of the course work each year / level with a minimum CGPA of 2.0 (50-59%).
- Not sure? Check with your mentor for confirmation.
- Most employers require a CGPA of 2.5 (65%) or higher.
- If you do not meet the academic requirements, you are not eligible for Co-Op and will need to defer your Co-Op term.
- Co-Op 1: Focuses on soft skills training. You may apply for administrative or support service roles.
- Co-Op 2 & Co-Op 3: Must be related to your course of study.

5 STEPS TO COMPLETE THE PLACEMENT PROCESS

Step 1: Prepare Your Documents

- CV/ resume and Cover Letter
- Confirmation letter (Based on the request by company)

Step 2: Find a Co-Op Placement

Source & secure a Co-Op placement offer

- Find your own placement or get help from the Co-Op Placement Coordinator
- For Co-Op 2 & 3, you are encouraged to find your own placement that's related to your course

5 STEPS TO COMPLETE PLACEMENT PROCESS

Step 3: Submit Required Forms

Submit the following documents:

- i. Industrial Placement Confirmation & Acceptance Slip by Employer Form**
 - Must be signed by your Co-Op Academic supervisor.
- i. Co-Op Job Approval Form**
 - Also needs to be approved and signed by your Co-Op Academic supervisor.

5 STEPS TO COMPLETE PLACEMENT PROCESS

Step 4: Complete & Submit Assignments

- Get your Co-Op assignments from your respective Academic Supervisor
- Submit them before the due date as instructed by your program

• Step 5: Final Submission at End of Placement

Submit the following to the Co-Op Coordinator before the deadline:

- Co-Op Employer Evaluation Form
- Co-Op Placement Experience Survey Form

CONFIRMATION LETTER

Need a Confirmation Letter?

Please email your request to : susieyeo@pilley.edu.my include the following details in your email:

- Full Name
- IC Number
- Programme
- Co-Op Level (1,2 or 3)
- Placement Duration (from [Start Date] to [End Date])

IMPORTANT THINGS TO DO

<http://www.pilley.edu.my/ucsi-co-operative-education-placement-programme/>

Before Co-Op:

1. Confirmation and Acceptance Slip

This form must be completed by the company once they have officially accepted your application.

2. Job Approval Form

To be completed by the students and signed by the Co-Op supervisor for approval.

The above forms must be submitted to the Co-Op Placement Coordinator for record-keeping purposes.

IMPORTANT THINGS TO DO

During Co-Op:

Assignments

These will be provided by your respective program's Academic supervisor

IMPORTANT THINGS TO DO

End of Co-Op:

1. Co-Op Student Evaluation Form

To be completed by the Company Supervisor / Employer at the end of Co-Op period.

2. Co-Op Placement Experience Survey Form

To be completed by the student at the end of Co-Op period.

DOS & DON'TS

OBTAINING A CO-OP PLACEMENT

What to do:

- ✓ Ensure your CV/ Resume is up to date.
- ✓ Start applying for Co-op job early.
- ✓ Check your email regularly for updates or replies from companies.
- ✓ Respond promptly to any interview invitations and confirm your availability.
- ✓ Inform the interviewer in advance if you are unable to attend the scheduled interview.
- ✓ Dress appropriately for interviews, formal attire is recommended unless stated otherwise.
- ✓ Reach out to your faculty for guidance or support whenever needed.

DOS & DON'TS

OBTAINING A CO-OP PLACEMENT

What NOT to do:

- × Do not forget to spell-check your CV/Resume before sending it to recruiters.
- × Do not wait until the last minute - avoid starting your Co-Op job search just a month before the placement begins.
- × Do not provide false information in your application.
- × Do not attend interviews unprepared.
- × Do not be late for interviews – punctuality reflect professionalism.
- × Do not ignore opportunities offered to you – every opportunity is a chance to learn and grow.

DOS & DON'TS

ACCEPTING A CO-OP PLACEMENT

What to do:

- ✓ Check and **understand your offer letter** before accepting it.
- ✓ Make sure the **work-term** fulfills your requirement Co-op duration.
- ✓ Be sure of your **duties & responsibilities**.
- ✓ Ensure it fulfills your Co-op level requirements.
- ✓ Be sure of your **working days & hours**.
- ✓ Be sure of all **terms & conditions**.
- ✓ Sign & accept the offer upon checking all the above.
- ✓ Consider all conditions before accepting the job.

DOS & DON'TS

ACCEPTING A CO-OP PLACEMENT

What NOT to do:

- × Do not sign an offer letter that you are **unclear** about any details. Seek clarification before agreeing.
- × Do not sign or accept **multiple offer letters** for the same time period. This may lead to conflicts and disqualification.
- × Do not make assumptions about your **role, responsibilities, working hours or duration of engagement**. Always confirm these details with your employer.
- × Do not share or post confidential information with anyone outside the organization. Protect sensitive data at all times.
- × **Do not misuse or forge signatures under any circumstances**. Such actions are strictly prohibited and may lead to legal consequences.

DOS & DON'TS

ACCEPTING A CO-OP PLACEMENT

What NOT to do:

- × Do not leave sensitive information unattended or visible in the office.
- × Do not connect or sync personal devices to company computer without your supervisor's permission.
- × **Do not install any unauthorized software on your work computer.**

DOS & DON'TS RESIGNATION

What to do:

- ✓ **Obtain approval** from both your **Faculty & Co-Op supervisor** before you resign.
- ✓ Seek advice from a professional in the field and / or your Co-op supervisor prior to resigning.
- ✓ **Read the terms & conditions**, and the company's resignation policy carefully.
- ✓ **Be professional** in all your actions, both written and verbal.
- ✓ Submit a **formal resignation letter** along with an **apology letter** to your supervisor and provide copies to your Faculty & Co-op supervisor.

DOS & DON'TS RESIGNATION

What NOT to do:

- × Do not resign without obtaining approval from both your Faculty & Co-Op supervisor.
- × Do not resign **via text messages or voicemail.**
- × **Do not leave a negative or unprofessional impression.**
- × **Do not leave a Co-Op placement** simply because you ‘don’t like it’ or ‘expected something different’.
- × **Do not take any company property with you, including office supplies.**

DOS & DON'TS

TAKING LEAVE / TIME OFF

What to do:

- ✓ **Obtain approval** from both your **Faculty** and **Co-Op supervisor**.
- ✓ **Obtain approval & acknowledgement** from your **company supervisor**.
- ✓ Understand the company's policy on taking leave or time-off, if any.
- ✓ **Inform your company supervisor, Faculty & Co-Op Supervisor immediately** if you are on any **medical or emergency** leaves on a working day.
- ✓ Provide supporting documents for your leave.

DOS & DON'TS

TAKING LEAVE / TIME OFF

What NOT to do:

- × Do not be absent from work without giving any notice.
- × Do not take time off / leave without approval from your Faculty, Co-Op Supervisor & Company supervisor.
- × Do not take time off/ leave without your company supervisor's consent.

DOS & DON'TS TERMINATION & LAYOFF

What to do:

- ✓ Inform your Faculty & Co-Op supervisor immediately if you are terminated or laid off.
- ✓ Provide sufficient evidence if you believe the termination was wrongful.

DOS & DON'TS TERMINATION & LAYOFF

What NOT to do:

- × Do not withhold information about termination or layoff until the end of the Co-Op term.
- × Do not make false or negative statements that damage the company's or employer's reputation after being termination.

CLASH WITH EXAMINATION

- Students can take leave **3 days of leave for 1 subject (including the exam day)**
 - if the exam is on Sunday, leave can be taken on Friday and Saturday.
 - if exam is on Monday, leave can be taken on Saturday and Sunday.
 - if exam is on Tuesday, leave can be taken on Sunday and Monday.
 - if exam is on Wednesday, leave can be taken on Monday and Tuesday.
 - if exam is on Thursday, leave can be taken on Tuesday and Wednesday.
 - if exam is on Friday, leave can be taken on Wednesday and Thursday.
 - if exam is on Saturday, leave can be taken on Thursday and Friday.
- Students can allow up to **4 days of leave (including exam days) if they have two exams or subjects scheduled** on the same day or consecutive days.

NOTES :

- Students must obtain leave approval from the company and inform the Co-Op Coordinator or Co-Op Supervisor via email or by calling 084-322268. Once approved, students must submit the company's official leave approval letter together with the Experience Form.
- Leave beyond the allowed 3 or 4 days will NOT be accepted, even if the company approves it.(Refer to Section 13.3 of the Co-Op Student Handbook for details.)
- **Failure to follow this procedure will result in a FAIL grade.**

Sample: Confirmation & Acceptance Slip

CONFIRMATION AND ACCEPTANCE SLIP

To: Co-Operative Placement Coordinator

METHODIST PILLEY INSTITUTE

Jalan Lily, P.O.Box 760

96008, Sibu, Sarawak.

Attn: Cooperative Education & Career Services, Methodist Pilley Institute

Tel: 084-322268

Fax: 084-320623

From: Company Name:

Address:

Tel:

Fax:

I / We hereby accept / do not accept the student(s) for Industrial Placement.

| | |
|---------------------------------------|--|
| Immediate Work Supervisor (Full Name) | |
| Position | |
| Contact Number | |
| Email | |
| Date | |
| Company Cop | |
| Signature | |
| Name of student(s) accepted | |
| | |
| | |
| | |
| | |
| Duration of Employment | |
| Working Days & Hours | |

Sample: Co-Op Job Approval Form

Co-Op Job Approval Form

UCSI Education Sdn. Bhd. (185479-U)
Kindly complete sign and submit this Form to the Co-op Coordinator/HoD/HoP
BEFORE commencement of Co-Op Term



STUDENT SECTION (All particular must be fully completed by student)

| | | | | |
|--------------|--|--------------------|------|----------------------------|
| Student No | Full Name <small>(underline surname)</small> | Programme Enrolled | Year | Co-Op Term (i.e. KP Level) |
| Telephone No | Email Address | | | |

Company Name: _____

Department: _____ Immediate Supervisor: _____

Telephone No: _____ Facsimile No: _____ Email: _____

Office Address: _____

(state/province) (post code, city) (country)

Reason(s) For Co-op Job Selected

| |
|--|
| |
|--|

Student Declaration

By completing and submitting this Form, I declare that I have obtained my own Co-Op Job and attach my employer's Letter of Appointment duly signed by myself as proof of employment. I hereby instruct the Faculty not to find me a Co-op Job for the above Co-Op Term.

Student Name Signature Date

SCHOOL/CENTRE SECTION (Please obtain Co-op Coordinator approval)

| | Checklist For Full Approval <small>(Please initial in appropriate column)</small> | Verified by Co-op Coordinator/HoD/HoP |
|----|--|---------------------------------------|
| 1. | Above student section fully completed | |
| 2. | Letter of Appointment from Co-op Employer which includes at least the following: <ul style="list-style-type: none"> duties and responsibilities duration of employment working hours allowance (if applicable) name of immediate work supervisor signature of Co-op student indicating acceptance of Job Offer | |
| 3. | Letter from student stating obtained own job (if Letter of Appointment is not yet issued) | |

| | |
|---|--------------------------------------|
| Co-op Coordinator / Head of Department (HoD) / Head of Programme (HoP) Approval: <small>(Please tick appropriate box)</small> | |
| <input type="checkbox"/> Granted | <input type="checkbox"/> Not Granted |
| Remarks: | |

Co-op Coordinator / Head of Department (HoD) / Head of Programme (HoP) Approval (Name & Signature) Date

Sample: Co-Op Assignment Submission Form

Note:
Assignment questions
to be obtain from your
respective Academic
Co-ord. of your
programme



Faculty of Management and Information Technology
Coursework Submission Form
BA (Hons) in Marketing
KAD1051:- COOPERATIVE PLACEMENT 1

| | |
|--|--|
| Student Name: | Student ID: |
| Subject Name: COOPERATIVE PLACEMENT | Programme: COOP TERM |
| Subject Code: | <input type="checkbox"/> JAN – FEB 2015 |
| Lecturer/Tutor: | <input type="checkbox"/> MAR – APR 2015 |
| | <input type="checkbox"/> MAY – JUN 2015 |
| Assignment Number/Title: | <input type="checkbox"/> JULY - AUG 2015 |
| Due Date: | <input type="checkbox"/> SEP – OCT 2015 |
| Assignment Weightage: 50% | <input type="checkbox"/> NOV – DEC 2015 |
| All work must be submitted by the due date. If an extension is granted, this must be specified with the extended due date and a signature from the lecturer or tutor. | |
| Extension until: | Signature of Lecturer/Tutor: |

Student's Statement:
I hereby declare that the work submitted is my own. I confirm that I have read and understood the University regulations with regard to plagiarism, and that Plagiarism, Collusion and Cheating in this work will be penalized.

Note:
1) You are expected to retain copies of your assignment report.
2) If you require an acknowledgement receipt of this assignment, please prepare a duplicate copy of this form.

Student Signature

Date

Receipt of Assessment

Assessment Received by Date/Time

(Name & Signature)

| Student's Checklist: I have met the following Assessment Criteria (Check [x] relevant boxes) | | Wtg. | Mark | % |
|--|--------------------------|------|------|---|
| A) Assignment | | 50% | | |
| (1) | <input type="checkbox"/> | | | |
| (2) | <input type="checkbox"/> | | | |
| (3) | <input type="checkbox"/> | | | |
| (4) | <input type="checkbox"/> | | | |
| B) Employer Evaluation | | 50% | | |

TOTAL:

Co-op Supervisor's Comments:

Co-op Supervisor's Signature Date

Report Grade:

MARK KEY:
0 = Totally inadequate
1 = Very poor effort
2 = Minimum satisfactory effort
3 = Fairly good to good
4 = Very good
5 = Excellent

Sample Co-Op Placement Experience Survey Form

Note:
Completed
by students

Student Co-Op Experience Survey & Feedback Form

UCSI Education Sdn. Bhd. (185479-U)



| | | |
|---------------|---|--|
| Student Name | : | |
| Student ID | : | |
| Programme | : | |
| Co-Op Level | : | |
| Co-Op Company | : | |

(A) Overall assessment of my Co-Op Placement experience.

| | | | | | | |
|---|---|---|---|---|---|----|
| Please tick (✓) the relevant boxes for the below: <i>On a scale of 1-5 (1=Poor, 5=Excellent, and NA=Not Applicable), rate your experience on the following skills:</i> | 1 | 2 | 3 | 4 | 5 | NA |
| 1. The Co-Op Placement has strengthened my confidence in my career/academic programme | | | | | | |
| 2. I feel more prepared for my career after completing my Co-Op Placement | | | | | | |
| 3. The Co-Op Placement experience has positively influenced my educational and career goals | | | | | | |
| 4. During my Co-Op Placement, I demonstrated discipline | | | | | | |
| 5. During my Co-Op Placement, I demonstrated competency in professionalism / work ethics | | | | | | |
| 6. During my Co-Op Placement, I demonstrated competency in problem solving skills | | | | | | |
| 7. During my Co-Op Placement, I demonstrated competency in communication skills | | | | | | |
| 8. During my Co-Op Placement, I demonstrated competency in teamwork | | | | | | |
| 9. I was able to successfully adapt to the location and surrounding of my Co-Op Placement | | | | | | |
| 10. I practiced more self-reflection throughout my Co-Op Placement period | | | | | | |
| 11. UCSI University's coursework has prepared me for my Co-Op Placement experience | | | | | | |

(B) My Co-Op Placement experience has open the doors for me to future job offer(s) ☐ Yes ☐ No

(C) The company where I worked during my Co-Op Placement has already offered me a job, for when I graduate
☐ Yes ☐ No

(D) Please rate yourself in the following areas:

| | | | | | | |
|--|---|---|---|---|---|----|
| Please tick (✓) the relevant boxes for the below: <i>On a scale of 1-5 (1=Poor, 5=Excellent, and NA=Not Applicable), rate yourself on the following skills:</i> | 1 | 2 | 3 | 4 | 5 | NA |
| a) Personal Organisational Competency | | | | | | |
| b) Individual Initiatives | | | | | | |
| c) Business Knowledge Skills | | | | | | |
| d) Analytical Skills | | | | | | |
| e) Presentation Skills | | | | | | |
| f) Oral Communication Skills | | | | | | |
| g) Written Communication Skills | | | | | | |
| h) Team Skills | | | | | | |
| i) Supervisory/ Management Skills | | | | | | |

Others :

Sample: Co-op Student Evaluation Form

Note:
Completed by
employers



Methodist Pilley Institute Co-Op Student Evaluation (TO BE COMPLETED BY EMPLOYERS)

Student Name: _____

Student ID No.: _____

Co-op term: (please tick ✓ the correct work term and the year)

- ☐ **1 Sep – 31 Oct** (Year: _____)
- ☐ **1 Nov – 31 Dec** (Year: _____)
- ☐ **Other** (please specify) **Term:** _____ **(Year: _____)**

This form is to be completed by the Co-Op/ intern's Supervisor.

- 1) Kindly use one form per student.
- 2) You may photocopy/re-print this form if necessary.
- 3) This evaluation should be completed by the individual in the best position to assess the student's performance.

A discussion of the evaluation with the student would be most beneficial to his/her career development.

Co-Op in Malaysia:

Please submit hardcopy to their respective Co-Op coordinator in faculty prior to the **LAST DAY** of Co-Op.

Co-Op in Oversea:

Please email softcopy to their respective Co-Op coordinator in faculty prior to the **LAST DAY** of Co-Op.

Employers may choose to complete and submit the hardcopy of this evaluation form to

Cooperative Education & Career Services (CECS)

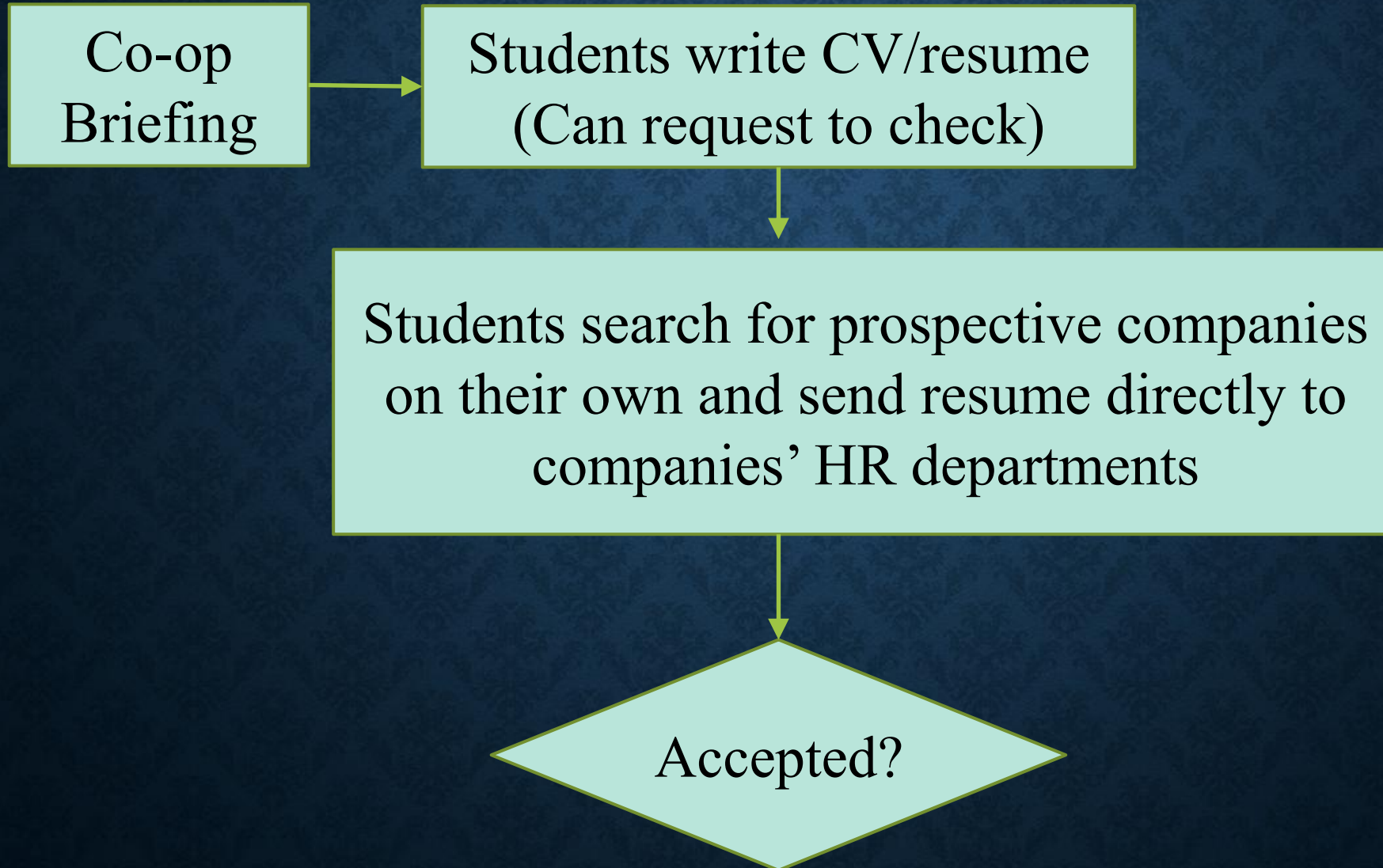
Methodist Pilley Institute

Jalan Lily, 96000 Sibu, Sarawak

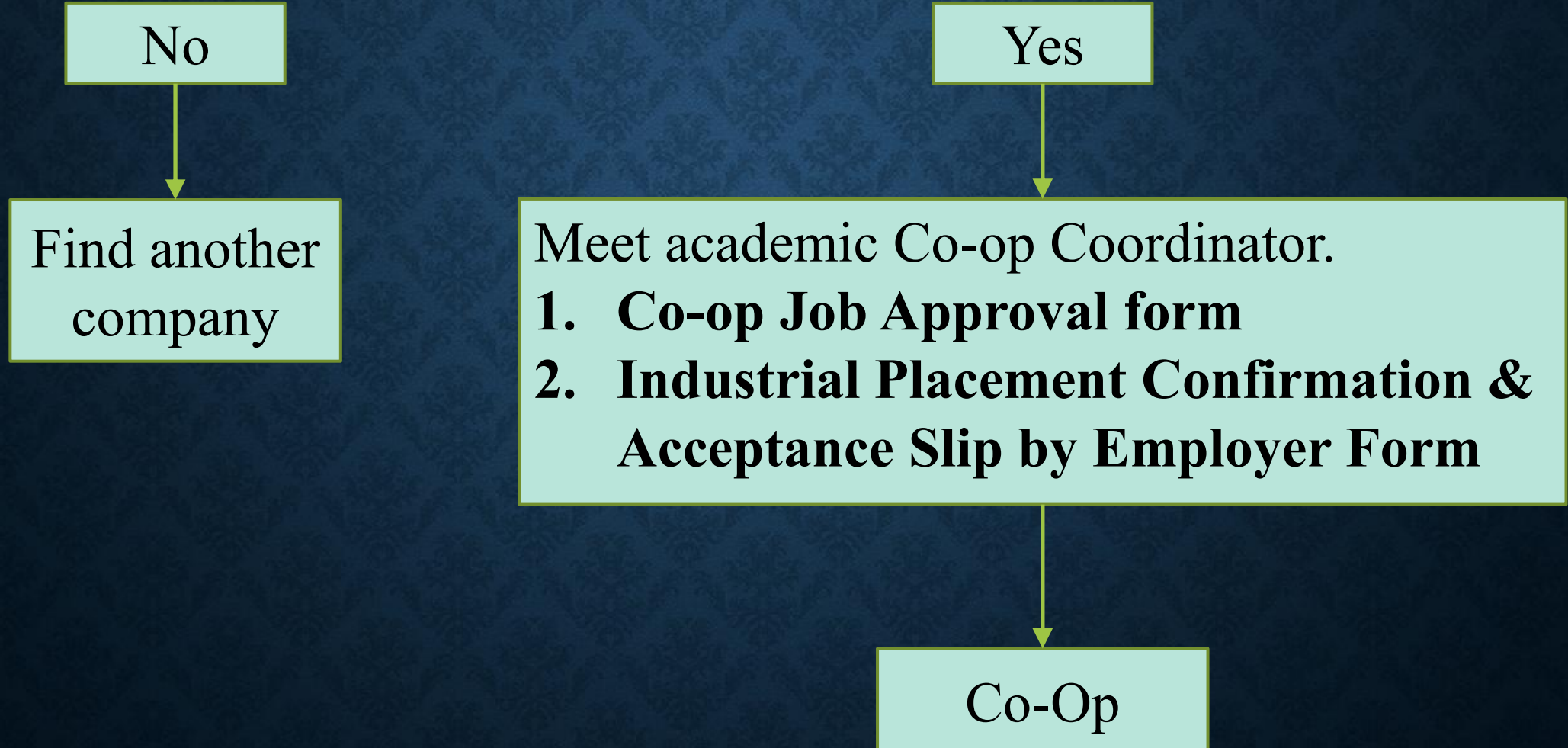
Tel: +6 (084) 322268

Thank you for your input

BEFORE CO-OP



BEFORE CO-OP



DURING AND END OF CO-OP

Visitation



1. Assignment
2. Co-Op Student Evaluation Form
(Hard copy only. No email, no softcopy.)
3. Co-Op Placement Experience Survey Form
(Hard copy only. No email, no softcopy.)

Date of submission: Refer to whatsapp group

RESUME

Key Components

- **Personal Profile** – brief introduction about yourself
- **Objective** – why do you want to apply for this position?
- **Education** – Your past and current educational background.
- **Skills & Strengths** –Both soft skills (e.g., communication) and hard skills (e.g., software proficiency).
- **Experience** – Any past work experience, if applicable.
- **References** – Contacts from lecturers or past employers who can recommend you.
- (Note: remember to include your contact information)



JANE DOE

STUDENT AT UCSI UNIVERSITY AT
METHODIST PILLEY INSTITUTE,
SIBU.

CONTACT ME AT



Address:



Email:



www.reallygreatsite.com



@reallygreatsite

SKILLS SUMMARY

- Able to use apps/
applications.....
- Able to use Microsoft Word,
Excel,.....
- Able to do full set of accounts

PERSONAL PROFILE

I am a final year student at UCSI University taking a Degree
in B.A. in Accounting. I am experienced in

WORK/ INTERNSHIP EXPERIENCE

Westheon FGW | Oct 2017 - present

- Conduct day-to-day project coordination, planning, and
implementation across multiple teams
- Create functional and technical application documents

Senior UX Designer

Pixelpoint Hive | Jan 2014 - Sept 2017

- Managed complex projects from start to finish
- Collaborated with other designers
- Translated requirements into polished, high-level designs



Email:



www.reallygreatsite.com



@reallygreatsite

SKILLS SUMMARY

- Able to use apps/ applications.....
- Able to use Microsoft Word, Excel,.....
- Able to do full set of accounts
- Enterprise Resource Planning
- Staff and User Training
- Process Improvement

STUDENT AWARDS / PARTICIPATION



Most Outstanding Student of the Year, MPI (2015)



MPI Student Council President



Design Awards, College (2012)

WORK/ INTERNSHIP EXPERIENCE

Westheon FGW | Oct 2017 - present

- Conduct day-to-day project coordination, planning, and implementation across multiple teams
- Create functional and technical application documents

Senior UX Designer

Pixelpoint Hive | Jan 2014 - Sept 2017

- Managed complex projects from start to finish
- Collaborated with other designers
- Translated requirements into polished, high-level designs

EDUCATIONAL HISTORY

Diploma

Masters in Project Management | Jan 2013 - Dec 2014

- Studied project planning, coordination, and ethics
- Worked with various startups on launching new apps and services

Cliffmoor College

BA Product Design | Dec 2008 - Dec 2012

- GPA: 3.26
- Minor in Management
- Thesis involved studying several technology companies and optimizing their product design process

Profile
Photo

CHRIS SMITH

SAMPLE 2

83 Prospect Road • Orlando, FL 32837
(407) 555-8975 • ChrisSmith@msn.com

Part time position as a clerk in a dental office

PERSONAL SKILLS AND ASSETS

I am a hard working young lady who is willing to learn more. I am responsible, motivated, educated and punctual. I am friendly person who enjoys helping others.

EDUCATION

Winter Park High School

Winter Park, FL
Aug 2005–present

- Graduating May 2009
- GPA 3.0
- Relevant Courses: Business Systems Technology, Marketing, Biology
- Received an award for being a best student

WORK EXPERIENCE

2005-present

Pizza Paradiso

Orlando, FL

Waitress

- Provided excellent guest service
- Dealt with complaints
- Took orders and served guests in timely manner
- Handled cash

WORK EXPERIENCE

VALLEY STATE BANK, Huntington, IN

Bank Teller, Summers 2005 & 2006

- Provided friendly, professional customer service
- Issued money orders, travelers checks, loan payments and deposits/withdrawals

COMPUTER SKILLS

Experienced with Macintosh, IBM PC, Windows XP,
Microsoft Word, Microsoft PowerPoint, Microsoft Excel, and
Microsoft Publisher

LANGUAGES

Bilingual Spanish and English

REFERENCES

Kristin Tiong (Lecturer)

Methodist Pilley Institute

Telephone:

Email:

John Doe (Supervisor)

Starbucks

Telephone:

Email:

✓ **Always obtain permission from your references in advance and provide them with current resume!**

**YOU CAN EASILY FIND FREE
RESUME SAMPLES AND TEMPLATES
ONLINE TO HELP YOU GET STARTED.**

**DON'T FORGET TO ATTACH YOUR
ACADEMIC RESULTS ALONG WITH
YOUR RESUME!**

**ALWAYS INCLUDE A COVER LETTER
WHEN SUBMITTING YOUR RESUME,
IT MAKES A STRONG FIRST
IMPRESSION!**

COVER LETTER

- Your cover letter is usually the first thing an employer will read.
- Start by clearly stating the position you are applying for. Then, explain why you are a good fit for the role by highlighting your strengths and experiences.
- Don't just copy everything from your resume, use the cover letter to show more about who you are and why you are interested in the job.

HEADING:

YOUR NAME

ADDRESS

DATE

NAME OF COMPANY

ADDRESS OF COMPANY

SAMPLE COVER LETTER

Internship Position

BODY:

Dear Sir/Madam,

Re: Application for Internship

My name is and I am currently pursuing a Bachelor of (Hons) in (in collaboration with UCSI University) at Methodist Pilley Institute. My study requires me to gain internship experience as part of my course requirement and as an accounting (*change to suit your programme*) major, I am looking forward to experience accounting work in the real world.

As such, I am writing in to apply for the accounting intern position at your company. My required internship period will be from 1 September 2021 to 2 February 2022 (*change to suit your programme*). I have also enclosed a copy of my resume for your viewing and consideration.

My key strengths would include teamwork, effective communication with others and time management to ensure my work is done on time). I have a comprehensive understanding of accounting principles and knowledge to apply into accounting work. I also have knowledge in computer applications such as Microsoft Word and Excel. Please see my resume for additional information on my experience.

I can be reached anytime via email at or mobile no. and I look forward to hearing from you about this opportunity and how I can contribute to your company.

Thank you for your time and consideration.

ENDING:

I can be reached anytime via email at or mobile no. and I look forward to hearing from you about this opportunity and how I can contribute to your company.

Thank you for your time and consideration.

Sincerely,

alisonhii

[YOUR NAME TYPED]

YOUR NAME

ADDRESS

DATE

NAME OF COMPANY

ADDRESS OF COMPANY

SAMPLE COVER LETTER

Internship Position

Dear Sir/Madam,

Re: Application for Internship

My name is and I am currently pursuing a Bachelor of (Hons) in (in collaboration with UCSI University) at Methodist Pilley Institute. My study requires me to gain internship experience as part of my course requirement and as an accounting (*change to suit your programme*) major, I am looking forward to experience accounting work in the real world.

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I can be reached anytime via email at or mobile no. and I look forward to hearing from you about this opportunity and how I can contribute to your company.

Thank you for your time and consideration.

Sincerely,

alisonhii

[YOUR NAME TYPED]

INDUSTRY SURVEY (SEPT)

- A survey to be completed by industry companies for ISO and MQA purposes.
- The Google Form link will be shared with students via the Whatsapp group.
- Each company is required to complete the form once per year, before the end of the Co-Op period.

Q & A

Attendance and Quiz

