

The Human Resources Department

Dear Sir/ Madam,

We would be most grateful for your assistance in welcoming Final International University students to your organisation for the purpose of completing an internship as part of their degree program.

Final International University (FIU) was founded in 2015 by The Final Educational Group and DMG-Akgünler. Both partners are actively seeking to provide as many job opportunities to FIU graduates as possible, and our university is committed to ensuring that graduates have all the knowledge and skills required for success in the twenty-first century working environment. In this regard the provision of a rich and valuable internship experience is of immense value and assistance to our students. Through their internship program, our students are expected to observe, participate and reflect on the challenging world of employment. In line with our University Learning Outcomes, interns are expected to consciously work on improving:

* *Communication skills*
* *Analytic, critical thinking and problem solving skills*
* *Planning, implementing and evaluating skills*
* *Initiative and autonomy*
* *Team-work and collaboration skills*
* *Responsibility and commitment to quality*
* *Understanding of professional ethics and civic and social responsibilities*
* *Technological skills.*

The support and assistance of the employer-supervisor in tandem with the relevant FIU advisor is greatly appreciated in this endeavour.

Please find attached details of the student concerned, the internship assessment criteria, and employer-advisor logbook. Our internship advisors will be only too happy to assist you should you have any further questions.

Best Wishes,

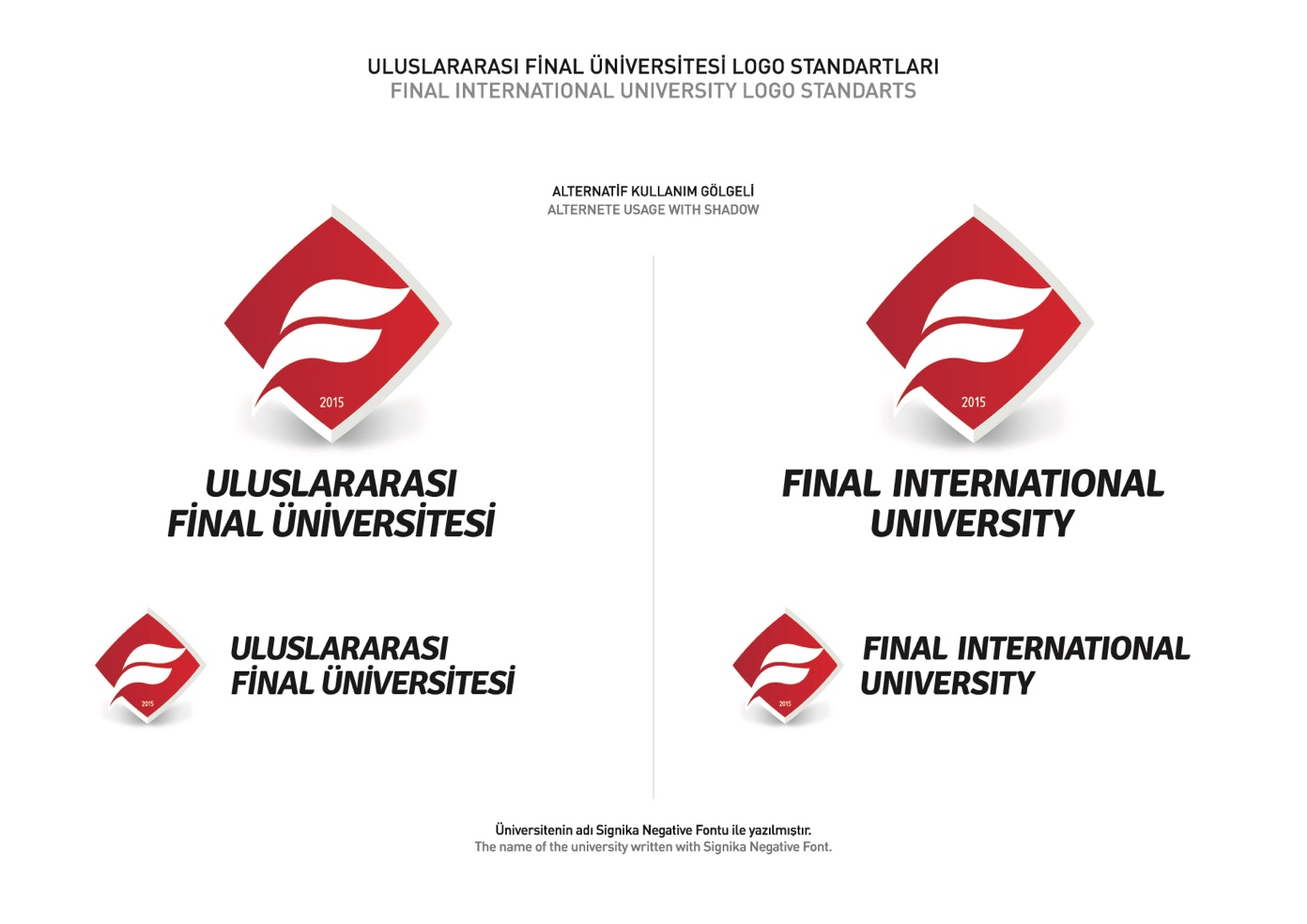
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Dean / Director of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Final International University

E-mail:



Photo

**Internship Request Form**

|  |  |
| --- | --- |
| Student Name: |  |
| Student Number: |  |
| Date of Birth: |  |
| Nationality: |  |
| Address: |  |
| E-mail and  Telephone Number: |  |
| Faculty / School and Degree Program: |  |
| Year of Study: |  |
| Professional Interests and Skills: |  |
| Advisor (FIU):  E-Mail: |  |
| Employment Supervisor:  (When allocated): |  |

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, would like to complete my internship with your organisation / company. An internship of minimum 30 consecutive calendar days outside the school semester dates is a prerequisite for graduation.

If you can offer me a place, the internship will provide me with valuable practical knowledge and experience prior to graduation. I appreciate your assistance and support and undertake to fulfil all my responsibilities to the best of my abilities.

Thank you for your time and consideration.

Yours sincerely,

------------------------------------- (student signature)

------------------------------------- (date)

Approved by ------------------------------------------------------ (FIU Advisor)

---------------------------- (FIU Advisor signature) ------------------------------------- (date)