



THE HONG KONG
POLYTECHNIC UNIVERSITY

香港理工大學

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Mr Jackson Ho
President
Hong Kong Aviation Industry Association
MTD, LG2, HKPC Building
78 Tat Chee Avenue
Kowloon

3rd March, 2010

Dear Mr Ho,

Request for Summer Internship / Sandwich Placement from your company

The Department of Mechanical Engineering at The Hong Kong Polytechnic University maintains a solid reputation for producing students with practical orientations and professional hands-on readiness. Our students are therefore encouraged to acquire real world working experience before graduation. In this regard we are writing to sincerely solicit for your support to offer opportunities for our students to receive training or working experience in your organization.

Our department is operating two undergraduate degree programmes, namely, BEng(Hons) in Mechanical Engineering, BEng(Hons) in Product Analysis with Engineering Design and Double Degree Programme in Business Administration and Engineering. You may refer to the enclosed leaflets for information about the two programmes. We should be most grateful if you could provide working opportunities to our students in either or both of the following modes:

- A minimum of two weeks summer placement
- A period of 10 months sandwich placement

We believe that, by providing such training opportunities to our students, you are nourishing our students in acquiring all round education in real life settings and thus helping in producing better engineers for the industry and our society. Furthermore, it may be an excellent platform where your organization select and recruit future employees. For summer placement, no-pay opportunities are also welcome.

If you are interested to offer any working opportunities to our students, please kindly complete the enclosed Recruitment Form and return to me by fax: 2365-4703. For further information, please feel free to contact me at tel.: 2766-7935 or email: celia.w@inet.polyu.edu.hk

Yours sincerely,

Celia Wong
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Department of Mechanical Engineering
The Hong Kong Polytechnic University