

**The example of a referral letter**

Walailak University

Nakhonsithammarat 80161

30<sup>th</sup> March 2012

Dear Mr. Nakarin Chukeaw, a Co-op college advisor of the Bachelor of Engineering Program in Civil Engineering:

**Subject: Request a Co-op report**

My name is Wirote Chaisit, a student of Bachelor of Engineering Program in Civil Engineering, School of Engineering and Resources, participated in Co-op practice from 13<sup>th</sup> March 2011 to 30 March 2012 at Factory CO., LTD. in the position of Civil Engineering in Landscaping and Buildings Division.

Now a Co-op practice is completed. I would like to submit a report and request suggestions.

Please kindly consider

Sincerely yours,

Wirote Chaisit

**The Example of Report Approval Page**

Cooperative Education Report  
A Construction Project of Walailand Village

Enterprise: Factory CO., LTD.

By

Wirote Chaisit ID: 51120000

Bachelor of Engineering Program in Civil Engineering  
School of Engineering and Resources

Approved:

\_\_\_\_\_

( \_\_\_\_\_ )

*Position*

*Name of the establishment*

\_\_\_\_\_

Date

\_\_\_\_\_

( \_\_\_\_\_ )

*Position*

*School of*

\_\_\_\_\_

Date