

Name
Street
City, Country
Telephone

Date

MUSTER ENGLISCH

Dear Sir or Madam,

I hereby apply for an internship with your company. The nature & business services offered by your company are of great interest to me. I am a dedicated & motivated person and trust I can play an active part of your team. I would like to learn from you and hope that I may also contribute my own ideas.

At Deutsche Bank I worked as a Financial Assistant for two years as part of my practical apprenticeship. I am currently studying Business Informatics at the University of Cologne. I am also working as a Personal Assistant to the Project Manager at WGZ Bank, Düsseldorf where I have gained some experience of Project Management during the last year.

I am comfortable in most computerised environments to aid and support daily work tasks and I appreciate teamwork as an efficient way of communication. I find analysing numbers or organising meetings interesting tasks and I am open to be exposed to new business experiences. Although marketing related activities are not the focus of my studies (interests), I would however appreciate becoming involved with & to support your work on your new web pages (site). I have some exciting ideas that may be of interest to you.

In what has been communicated to me I hope that your company can offer me an internship position that suits my skills & interests in either general office administration or with the programming department. As my exam timetable has been set the dates for a possible internship with your company can be accommodated from the 01 May until the 31 December. As per my study regulations, I am obliged to work for at least 20 weeks. A postponement of one or possibly two weeks could be arranged as well.

I am looking forward to hearing from you.

Yours faithfully,

