

Contact data applicant
Name
address
Mobile: +49 111 22222222
email

Address of the Company

Date

Application for an internship in the field of.... (if there is a reference number in the announcement you should put it in here)

Dear Sir or Madam, or Dear Mr. X

with great interest I saw your job announcement on your company's website.

Presently I am studying Business Administration and Engineering at the University in the second year and would like to apply for a six-month internship in your company beginning in August or September 2014. I would like to focus my work in the area of Controlling, Logistics, Marketing or Sales.

During the past few years, I completed two interesting internships in different areas. The first one was at the xy Company in China. I worked in the general administrative department and assisted the Human Resources Manager with day-to-day assignments. Furthermore, I did several document-translation jobs for the lawyer of the company. The second one was at the z Company in Munich, Germany. Here, I gained general metal working skills such as milling, turning and welding. Since this year, I work as a tutor at the university. My task is to instruct younger students in Mathematics, a challenging job which I enjoy very much.

I learned English at school for nine years and attended two English classes (Business and Technical) at the university. In addition, I spent one year with an American host family in Michigan and attended my Junior Year at the local High School. Therefore I am confident that there will be no language barriers for me at your company.

As my aim for my future career is to work internationally and interdisciplinary I intend to do my internship in a foreign country. I enjoyed my time in America very much and have been fascinated by the "American Way of Life" ever since.

Thank you for your time and attention regarding my application. I look forward to hearing from you.

Yours faithfully

Name