THO WHOM IT MAY CONCERN

Date:

Dear Mrs. / Mr. ...

The curriculum of my vocational training college foresees an internship in one of my company's offices abroad which is fixed to 5 weeks and begins on 11th of May 20... and goes till the 15th of June. I would like to do my internship in our Amsterdam and Rotterdam branch offices.

Doing an internship in a foreign country is very appealing to me because then I am able to use my very good English language skills which I have gathered during my five years stay in England a lot more. Being in a foreign office like in Amsterdam and in Rotterdam, you tend to speak more English and that fits very well my speaking ability.

Another argument for my internship is the chance to get into contact with another country and its culture.

I am always very much interested in other countries and their people because I think it has a lot of positive aspects to learn a lot about their kind of behaviour and their kind of working.

I chose Amsterdam as my foreign destination because I haven 't been there for an extended period of time yet and want to find out differences regarding the working habits and the cultural specificities between Germany and the Netherland. With Rotterdam being the most important European port it will be also very interesting to work in that epicentre.

Prior going to Amsterdam and Rotterdam I will gather various information about the cities and our offices there. I will try to get into contact with the administration of the harbour in Rotterdam to organize a trip to the harbour.

With doing this practical training abroad I expect this will positively effect my working future. It is very benefiting when you are able to prove that you have been abroad and can use and train a foreign language like English very well. I can imagine it will also expend my view on different sequences within the logistic sector because of the surrounding area and the different circumstances compared with the city and the harbour of Hamburg.

I hope to have convinced you that I am very interested in participating in a practical training abroad in the Netherlands and hope to hear from you.

With kind regards

Manfred Muster