

Bewerbungsschreiben: Sieglinde Brandt

Sieglinde Brandt

Phone: 0 (049) 8165-45 32 24

Fax: 0(049) 8165-45 32 20

E-mail: sbrandt@web.de

Unterföhringer Str. 109

85332 Eching

Germany

The Knopfbauer Group
Attn. Mr. John Snyder
Marketing Department
Knopfbauer Centre
Knopfbauer Avenue

36111 Deep Forest, SC

May 15, 2008

Dear Mr Snyder:

Application for an internship

When searching through the directory of German companies on the East coast of the United states, I came across your company. As the website mentioned the possibility of internships, I would like to explore this great opportunity further.

At the moment, I am studying European Business at Ashcroft International School in Glasgow, UK, and the University of Applied Sciences in Augsburg, Germany. During my studies, I worked in a bank to cover university fees. I have very good typing skills, am PC-literate and speak a number of foreign languages fluently.

An internship with your company would offer valuable hands-on experience.

Mr Snyder, would it be possible for you or one of your colleagues to spare some time to speak with me about the possibility of a 18 or 36 week internship? I have attached my résumé to assure you of my strong qualifications.

I will take the liberty of contacting your assistant, Virginia Fields, next week to see whether I might set up an appointment.

I thank you in advance for your time and consideration.

Sincerely,

Sieglinde Brandt

Quelle:

Lisa Förster: *Die besten Bewerbungsmuster Englisch*. Rudolf Haufe Verlag, 2008. 3. Auflage.

HAUFE.