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Gaby Norton
Main Rd, 12345 Hannover, Germany
Tel: 0049 (0)33 4596876 Mobil: +49 (0)173 9514346 Email: gaby@web.de

Jelenia Góra, 05. June 2009

Dear Sir or Madam,

Internship in your company

I would hereby like to apply for a 5 months practical training programme in your company starting in September 2006. I am currently studying Information- and Communication Management in my second year at the Neisse University in Jelenia Góra (Poland) as part of an international study programme. The structure of this study is a rotation procedure, which enables Czech, Polish and German students to study one year in each of the three countries, Czech Republic, Poland and Germany and so enables us to get to know the different languages, national customs and cultures.

Our main study fields are Communication, Computer Science, Project Management, Economics, International Business Studies and Psychology.

Through my previous work experience gained during my vocational training in a print shop, an internship in an advertising agency in France and freelance guide for German and French educational seminar groups I have gathered good communication skills and am able to present my ideas in a fluent and confident manner. During my one year stay in France I was also able to strengthen my French language skills. I greatly enjoy organising and am able to work to tight deadlines. Furthermore I am able to work on my own initiative and as part of a team. For your information I have included my Curriculum Vitae, translated copies of my A-Level degree, a copy of my vocational training degree and three references.

I am very flexible and open-minded, willing to develop my skills and especially to contribute to your company during my internship period. I would like to get to know different working methods, apply knowledge I gained at university, help organising day to day business or special events and also take on my own tasks. Completing an internship would give me an excellent insight into your company and be an outstanding opportunity for me to experience South Africa and its people and culture.

An internship with you is of great interest to me and I look forward to hearing from you soon. Should you have any queries please do not hesitate to contact me.

Yours sincerely,
Gaby Norton



Curriculum Vitae

Personal Data

Date of Birth: 3rd December 1981
Marital Status: Single
Nationality: German

Qualifications

since 10/2003 Neisse University (University of Applied Science), Görlitz, Germany
BA (Hons) Business Communication

08/2002 - 06/2003 OSZ Druck- und Medientechnik (specialized secondary school), Berlin,
Qualification: matrix with specialization in Media Design (A-Level equivalent)
Subjects: Maths, Economics, English, Media Design, German

08/2001 - 07/2002 European Year for Young People' Paris, France 4 months language course at
the 'Institute International de Rambouillet' 8 months internship

09/1998 - 06/2001 Druckerei Schmidt-Bugiel (print Office), Luckenwalde, Germany
vocational training
Qualification: Media Designer for Digital- and Print media

08/1994-06/1998 Marie-Curie Gymnasium (secondary school), Ludwigsfelde, Germany
Qualification: 13 GCSEs (equivalent)

Further Activities

since 12/2004 Arbeit und Leben (German/French cultural Exchange Organisation), Berlin,
freelance guide (part-time)
main duties: accompanying of German and French trainees on educational seminar trips

07/2004 Jeunesse et Reconstruction, Assier, France
Volunteer
*main duties: work in an international workcamp; helping with the preparation and
realisation of an international Jazz Festival*

08/2002 - 06/2003 TNS Emnid (institut for market research), Berlin, Germany
Freelance Call Center Agent (part-time)
main duties: market research via telephone interviews

Special Interests and Skills

Languages German (mother tongue)
French and English (very good - English: TOEFL-Test)

IT Skills PC/Macintosh (MS Office Package, Outlook Express, QuarkXPress, FreeHand,
InDesign, Photoshop, HTML)

Interests playing clarinet, cycling, swimming, climbing, traveling