



Jelenia Góra, 05. April 2006

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 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