



**Example
Application letter**

Example Application letter

Name:
Address:
Email:
Phone:

Dear Sir/Madam,

Paragraph 1

Introduction i.e. general welcome, age, nationality, etc.

Paragraph 2

Education & skills i.e. university course, qualifications and skills you possess etc.

Paragraph 3

Past relevant work experience, and possible previous internships completed.

Paragraph 4

Area/field you would like to complete your internship in, example of tasks you would like to complete and what you hope to learn and achieve. (make sure these will be approved by your educational institution)

Paragraph 5

Details of when you are available to start/finish your internship.

Best Regards,

Name

****Please remember this letter will be your application to the company. So please ensure your application letter is relevant, written in a formal style and of course in English.***