29 May 20..

Ms Linda Brown

Head of Human Resources

Lion & Powell Ltd

46 Burnhill Road

Coventry CV4 7AL

UK

Dear Ms Brown

**Application for a work experience: June/July 20..**

I have been given your address of your company by ……. (name and address of company or person) who has told me that you could offer a work experience placement for four weeks.

I am currently doing a three-year apprenticeship (training) in Germany at ………….. (name and address of the company) to be qualified as an Industrial Management Assistant / Management Assistant for Office Communication, equivalent to Industriekauffrau / Kauffrau für Büromanagement. This apprenticeship implies that I am employed by ….. (name of your company) and attend lessons at a business college of higher and further education.

At present I am working in the Sales Department where I am responsible for processing orders and dealing with complaints.

As part of my qualification I was asked to gain further work experience with an external business abroad. This takes place in the second year of my training.

It would be a pleasure for me to experience working for ….. (name of the company abroad) in ……. (location abroad). Therefore, I would like to ask you if you could arrange a work experience placement from ……… June to ……. July 20.. .

This offer would be a very great challenge and opportunity for me. I would be very proud to carry out my work experience with your company because …… (name of the company abroad) is a global player and produces high-quality building materials. It was very interesting for me to learn that ….. (name of the company abroad) is active in more than 50 countries on all continents and employs about 2,500 employees. According to the website I can see that ….. (name of the company abroad) is also very important in …… (location you want to go to).

As I have studied English for eight years at school and also Business English at the business college for one year, my command of English is good (B2). In addition I also studied Spanish for 2 years (A2).

My stay in …….. (location abroad) would give me the opportunity to improve my foreign language skills. Furthermore, I would like to learn more about ….. (British) working life and ….. (British) culture.

All in all, I would be responsible for all my travel arrangements and accommodation.

I would very much enjoy the challenge of working for your company and would appreciate your offer for a placement very much.

If you need any further details, I will be more than happy to provide you with the necessary information.

Many thanks in advance for all your efforts.

I look forward to hearing from you.

Kind regards

(signature)

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