

EXAMPLE LETTER OF MOTIVATION

Dear Sir/ Madam,

Provide details of dates and type of internship you would like.

I am writing to apply to volunteer in your company between March 2nd and July 5th 2014. I am generally available for (35/37.5) hours/ week and would like to do marketing tasks if possible in order to gain experience in the sector xxxxx prior to / following my degree. I have just finished school/ university and would like to have some work experience during my gap year / before finding a job in my country.

Highlight interests and experience relevant to the internship.

Seeing as I have had an interest in sports since I was young, I have decided to pursue that interest as a career, mixed with economic aspects. On top of that, as part of a student club, I helped to organise a ceremony with more than 600 attendees. That experience has further strengthened my interest in the areas of organising in a way that allows me to participate in planning and implementation within a team during my internship.

Highlight what you can bring to the company.

I am very flexible and am able to complete complex tasks quickly and come up with innovative and efficient solutions. Due to my work in a restaurant, I was able to develop great social skills with customers, which allows me to easily embrace new people and situations. I am very enthusiastic and pursue my tasks with self-reliance and unwavering persistence. Friends appraise my reliability and cooperativeness. One of my greatest strengths is my high level of creative thinking, making project organisation an enjoyable experience with creative implementation. My distinguished abilities in the areas of time and self management allow me to easily pursue goals that I have set for myself.

Explain your reasons for wanting to do an internship in the UK.

The reason why I want to take part in an internship in England is because I have been there several times before, including participation in a language course for two weeks in Brighton, in which I acquired a certificate. I am familiar with the people and the culture of England due to those experiences and I consider them to be very pleasant. In school I have been taking English class for 11 years, which has given me strong English writing and speaking abilities.

I would be very pleased to come to your company because I think that this experience will be a big step forward into a future internationally-oriented career.

Yours faithfully,

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