

Sample letter

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Student Address  
Telephone Number  
Email Address

March 24, 2003

Dear Host Company,

In December 2002, I completed my degree in Business Administration, granted by the University of British Columbia.

During my time at university, I studied Finance, Marketing, Human Resources, Accounting, Financial Maths, Philosophy, Sociology, Law and Management. I am confident that these will contribute to my future career goals. I have also taken extra courses such as Strategy Planning, E-Business and Derivative Financial Market. In my future studies I intend to focus on Banking or Insurance.

Over the past few years, I have worked for various departments in order to gain experience and establish contacts with as many industries as possible. As part of my three-year bank apprenticeship, I learned about insurance, money markets, stocks, bonds and loans. As a result of working in a large, international bank, I managed to get good experience in leading people, customer service, presentation skills, and also took part in Human Resource Benefit Programs, helping the Human Resources Department. During this time, I exceeded my employer's performance expectations as confirmed by the Quality Excellence Award in 1999.

I would like to improve my knowledge and experience in the Banking/Investment field through an internship at your company and simultaneously get an insight into your company, the Canadian people and business culture. This internship will not only help me to improve my English and work skills but will also benefit your company.

After my participation in the language study programme, I would like to volunteer in your company for 10 weeks from June 16 to July 21, 2003.

I look forward to meeting you to discuss my resume.

Yours faithfully,

Students name