

Cover Letter – Work Experience Placement

Your name and
address
Telephone

Name of person
Company and address

Date

Dear

WORK EXPERIENCE PLACEMENT

I am currently studying a four year degree in Business, English and Spanish at the University dein France, which includes a study placement at the University of South Wales. I am nearing completion of my 3rd year and I am writing to you regarding the possibility of a work experience placement in the summer months (June-August period).

I am keen to apply my business knowledge and utilise my language skills within a commercial environment and I am seeking some relevant work experience in international trade.

As you will see from my CV, I have some commercial experience and I am fluent in English, Spanish and French (native language). I can also offer basic conversational standard of German. I am a quick learner, and possess a professional attitude to work.

I am available to meet with you at your earliest possible convenience and would welcome any comments or suggestions you might have regarding my application.

I look forward to hearing from your in due course.

Yours sincerely

A Student