

## Jane Doe

Example Street 69 D-12345 Example Town  
+ 49 (0) 123 123456  
Jane.Doe@gmail.com

---

**Dream Job Ltd.**  
Mr. Heinz Reuters  
Future Street 100  
08150 Future City

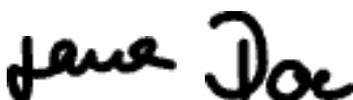
05.05.2021

### **My Internship (or Master Thesis) at your company**

Dear Mr. Reuters,

1. **The Entry:** Show your motivation regarding the company and/or their products. What appealed to you?
2. **Where am I right now?** Name of the university, name of your study program, which semester are you in?
3. **Three of your major skills:** I am ideally suited for this position because...
4. **Values and goals:** What is important to me in my job, e.g. feeling a sense of purpose in my work, enjoyment at work, collegiality, justice, success, earning money, etc.?
5. **Personality:** Me and my work style are characterized by ... and ..., etc.
6. **Formalities:** Period of the internship / job, possibly desired salary, etc.
7. **Closure:** "I very much look forward to hearing from you."

Best regards,



Jane Doe