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John Smith
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March 10, 2008

Dear Host Company:

In June 2005, I completed my Business Administration Degree at Johann Wolfgang Goethe-University in Frankfurt, Germany. During my time at University, I studied Statistics, Economic Science and Policy, Business Economics, Investment, Finance, Business, Mathematics and Law.

I am confident that my educational experience will contribute to my future career goals. I have also taken extra courses such as Strategy Planning, E-Business and Derivative Financial Marketing. In my future studies I intend to focus on banking or insurance. Over the past few years, I have worked for various companies in order to gain experience and establish as many contacts as possible.

I would like to improve my English knowledge and gain experience through an internship at your company; this includes gaining an insight into Canadian business culture.

I look forward to meeting with you to discuss my qualifications and goals. Please reach me by email or on my mobile at your earliest convenience for more inquiries or to set up an interview.

Sincerely,

John Smith