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Ms Maria Helskog
International Coordinator
Hotel Rudolph
PL 77654
FL-12345 Helsinki

Cologne, 13th May 20xx

Application for an Internship

Dear Ms Helskog,

I would like to apply for a 3-week internship in your hotel in Finland. I am currently completing a 3-year course specializing in the hotel business. This apprenticeship includes working in every department of the hotel. Also, I attend Berufskolleg Ehrenfeld, which is a vocational school, for three months a year.

I am working for the Hotel "Ehrenfeld" Cologne, this is a 4-star hotel with 454 rooms. We have 5 restaurants and bars and can cater for functions from 2 to 2,000 people. The "Ehrenfeld" hosts a wide range of guests from business to recreation and is located in the heart of Cologne.

Being in my second year I have the chance to join a project called "the ERASMUS+ Project", which is awarded by the European Union Commission. This means that for the duration of three weeks there will be no financial cost for your hotel if you would kindly grant me an internship. This project is a chance for me to gain experience at work in another hotel in Europe and to broaden my knowledge.

The internship would begin on 17th July 20xx. Currently I am very interested in the Finnish country and believe that if given the chance of working for your hotel I could highly improve my knowledge and understanding of the Finnish culture.

For further information please contact my references in the attached Curriculum Vitae.

Thank you for your time and for taking my application into consideration. I look forward to hearing from you soon.

Yours sincerely,

Max Mustermann

Enclosures
Curriculum Vitae