

I'd like to apply.

Mr Jonathan Barrett
Crawley Technology Ltd
Langley Green
Crawley RH10 1UZ
West Sussex
England

Steinerstr. 18
51107 Köln
Germany

23 September 20 __

Dear Mr Barrett

Application for a work placement with Crawley Technology

I have read the website praktikumsbörse.de and would like to apply for a three-month placement in the IT sector. I am currently doing a one-year course at a technical vocational college. After finishing this course in June next year I will obtain the Entrance Certificate for Universities of Applied Sciences. I would be available for the placement from July 1 until September 30.

As you will see from my CV, I have previous work experience as an IT specialist; I did a three-year apprenticeship at a local IT company before I entered the course at the technical vocational college, so I have advanced computer skills in systems integration and application development. I also have a good knowledge of English, both written and spoken. The company I worked for during the past three years has international customers, so I was exposed to the language fairly often.

I would very much welcome the opportunity to work for an international company in the UK. I believe that I would be an enthusiastic and hard-working employee. My objectives are not only to learn the language better but also to gather experience in communicating with colleagues and customers in a new environment. The placement will also serve as a good preparation for my studies at a University of Applied Sciences, where English will be absolutely necessary, since much of the scientific literature will be in English.

My previous employers found me reliable and keen to learn. I have a wide range of interests including sports (I am a football referee) and digital photography.

I hope that you will consider my application and look forward to hearing from you.

Yours sincerely

Thorsten Speck

Thorsten Speck

Encl.: CV

A quick search on the internet tells Thorsten that Crawley is a town of over 100,000 people of all nationalities, with manufacturing, service industries, many shops and lots of green spaces. It dates back to the Stone Age. He writes a letter of application.

**Check the letter.**

1. Which placement is Thorsten interested in?
2. When could he start?
3. What kind of work experience does Thorsten have?
4. Why does he think he would be a good applicant? Explain your answer.