17 March 2020

AIB Bank

Head Office Bankcentre

Ballsbridge 4

DUBLIN

IRELAND

**APPLICATION FOR AN INTERNSHIP**

Dear Sir or Madam,

My name is Tobias Pirkl and I am seventeen years old. I am writing to apply for an internship in your bank for about six months, starting in July or August.

At Commercial School I had excellent grades in English and Information Technology. Due to my education I can work efficiently with many computer programmes and have good communication skills. During the internship I would particularly like to get practical training and experience with a variety of clients and colleagues. I have already worked for 12 weeks as an internship bank clerk here in Austria.

I look forward to having the opportunity to present myself at an interview, where I could give you further details. Copies of my CV and of my final school report are enclosed. I hope to hear from you in the near future.

Should you have any questions please do not hesitate to contact me by phone or mail.

Yours faithfully

Tobias Pirkl

Curriculum vitae

Motivation letter

Copies of certificates