

**Application for Internship position  
Student of Business Administration**

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Dear Hiring Manager,

Through this letter, I send you my application for the vacancy in an *Internship position*. Currently, I am finishing my degree in International Business and Management (BSc) at the Hochschule Fulda, Germany.

In my last job in a Working Student position, I acquired experience in precise software tools such as PowerBI, Oracle, and Salesforce to create Global Post Market Surveillance for data analysis of feedback from customers, or internal databases to get a better sales performance in the future, furthermore all the tools from Microsoft Office, I was mainly supporting the Quality Management System Department of Sivantos, in Erlangen, Germany.

Until 2020, I worked as an administrative expert at a logistics Centre (Alimerka) in Spain. I gained experience in office administration including international correspondence and accounting, gaining skills in SAP. Furthermore, I had the opportunity to manage the public reception desk of this facility.

Currently, I am looking for new professional opportunities, which could help me grow in an international environment and further develop my professional customer-focused skills and my enthusiastic spirit.

I am a proactive and dynamic person, accustomed to taking on challenges and responsibility in an independent, yet team-oriented way. I enjoy the coordination of complex tasks while maintaining a friendly and professional attitude. Certainly, I am a savvy user of modern IT tools, whether it would be Python, Tableau or MATLAB, which provided me with strong analytical skills and the ability to grasp tasks quickly. Office apps for correspondence and layout, or whether it would be social media platforms.

Seeking an *internship of 6 months*, to contribute to internal and external communication efforts while gaining practical experience in a dynamic environment. I am eager to apply my skills in organizational communication, event coordination, and digital media management to support the company's goals. I can start the Internship after my last semester period at the University, *from August 2024*, onwards.

Thank you very much for your time and consideration.

Respectfully,

Mayte Cabrera