

Your First and Last Name  
Address  
Postal Code, City

Company Name  
Department  
Address  
Postal Code, City

**Application for an internship in POSITION (Job ID)**

Frankfurt, 2. März 2021

Dear [Name of Responsible Person],

Part 1: Introduction = Motivation:

Who are you? Why are you writing the application? Why are you interested in this company?

Part 2: Qualifications:

Review the job description and match your competencies to the desired qualifications. Choose 2 or 3 qualifications and state where/how you achieved them but avoid re-telling your CV. Make it clear and specific. Choose a mix of academic qualifications and social competencies.

Part 3: Summary = Interest/ Availability/ (if required: Salary expectations):

Stress your interest again. Give information about your availability (soonest possible starting date, duration of internship). Express your salary expectations only if asked for in the job advertisement. State that you are looking forward to a personal interview.

Salutation (i.e. With Kind Regards)

→Add your personal signature←

(First and last name)

(City and Date)