

Ola Nordmann
IAESTE-veien 15
7000 Trondheim

Brazil Consulting
Spring Road 3
12344-Sao Paolo

10 February 2009

Application for training through the IAESTE-program

The first paragraph should contain a brief introduction. Tell them why you are writing the letter, and use at most four or five lines.

The next section should tell the company what sort of experience you have. You could for example write one paragraph about your education, and one about your experience. Don't let it be up to the company to see why you believe you are qualified for the job, make connections between the requirements and your experience.

You should write another paragraph about your personal skills or any other specific qualities you would like the employer to know about. Try to be sincere, and not to use too many clichés. Wrap up the application.

Sincerely yours,

Ola Nordmann

Enclosures: Curriculum vitae, transcript, list of relevant courses and letter of recommendation