

Recruitment department
Company X
Amsterdamsestraatweg 12
4567 AB Amsterdam

29 March 2012

Dear Sir/Madam,

My name is John Doe and I am in my penultimate year, earning my Bachelor degree in Economics, Business Economics and Law at Utrecht University. I would like to apply for the International Customer Insight internship at Company X currently present on the Integrand website.

I am very passionate about doing an internship at Company X. I believe that an internship at a company which is not only a world leader in its field but is also environmentally aware, customer centered and still expanding will help me further increase my analytical and communicative skills. Furthermore, I am very much looking forward to experience the atmosphere and the way of working in a big international organization – something one does not learn during one's studies.

The International Customer Insight Internship caught my attention, firstly, because I really enjoy doing research – from the process of collecting data and all kinds of relevant information to the excitement of seeing the first results to the feeling of fulfillment when writing conclusions. Second, I find the geographical areas relevant for this research very interesting. Gaining an insight into customers from Latin America, Europe and Asia is very challenging since the three regions are very different in their history, culture and perceptions.

So far I have been very successful in my studies, managing to be among the top 5% students. Due to my academic excellence, I was accepted in the Honours Program of the Utrecht School of Economics. During my Honours studies, I have been performing research on the latest developments in the field of economics. When I am not busy with academic work, I dedicate most of my free time to the student organization Org.Y. (Please see my CV for an overview of my extracurricular activities.) I really enjoy doing this because I find working towards a project that benefits the whole student body very inspiring and rewarding. Moreover, these extracurricular activities taught me how to be a valuable part of a team, how to manage unpredicted occurrences and evaluate the work I have done. I am a very organized and punctual person on whom you may not only rely to fulfill tasks with great attention to details but to always look at them critically as well. Furthermore, I am creative, enjoy taking initiatives and am a hard worker. I am therefore confident that I can be a successful intern at Company X.

I would gladly meet with you in person, in order to further discuss my application. Thank you for your time and consideration.

Yours faithfully,

John Doe