**Sample Professional Email**

*Recipient's Name*

*Address*

Dear Madam/ Dear Sir/ Dear Madam, dear Sir,

Placement

I am a student of Administration, now in my second year (fourth semester), at the University of Konstanz, Germany. As part of the course of studies all students are required to do an 8-month la 6-week work placement.

As I hope to work in a ... after finishing my studies, I would be particularly interested in Working in the export/auditing/ department of your firm to gain some experience. I would also be interested in ........./ I am completely flexible and would be happy to work in any department in order to gain experiences. /

**I would be very grateful if** you could let me know whether there would be a place for me. The most suitable times would be from early March to mid-October.

**Please find enclosed my CV**/ details of my courses details of my previous work experiences/ details of previous work placements. As you can see from my particulars, I have a good command of English and a working knowledge of Spanish.

Thank you for your attention. I look forward to hearing from you.

Yours faithfully,