



Read the letter of motivation. Then have a look at the grid comparing the elements of a letter of motivation to a letter of application (page 51). Tick the elements the letters have in common. Compare your results with a partner.

GLOBALINTERNS – *International Exchange, London, UK*

Letter of motivation: Johann Schmid

Applicant for August 20 . . . admission to internship programme

- 1 I am writing to apply for a 14-week internship during August and September. My name is Johann Schmid, I am seventeen years old and I am very interested in working on a farm in New Zealand. I currently attend the *Secondary College for Agriculture and Forestry* in St. Florian, Austria, and as part of my education, I am required to spend 14 weeks gaining hands-on experience on a working farm.
- 5 As I have always planned to spend time abroad during my education, I am very happy to use this unique opportunity to combine my agricultural knowledge with first-hand experience of farming in an English-speaking country. Alongside improving my spoken and written English, I hope to gain insight into the various aspects of farming in New Zealand. I have always been fascinated by New Zealand's culture and history, and I would appreciate the opportunity to experience rural life and
- 10 learn more about farming methods in New Zealand.

Having been raised on a dairy farm in Upper Austria, I have gained skills in working with livestock and operating machinery such as a milking robot. I acquired additional skills by working on a mixed farm during last year's internship. My duties included feeding the sows and fattening pigs, vaccinating the piglets and mucking out the barn as well as working on the building site for the new

15 pigsty.

As I love working outdoors, I decided to attend an agricultural school. My time there has prepared me for my internships. I have been able to gain knowledge in *Animal Husbandry, Agricultural Engineering, Agronomy* and *Accounting* as well as *Pomology*. In addition, I am qualified to drive a tractor.

20 I would describe myself as a highly motivated, reliable team player. As class treasurer, I manage the class budget. In group settings at school, I enjoy sharing knowledge and encouraging my classmates to achieve a specific goal. My voluntary work at the local fire brigade has not only taught me the importance of communicating and working well in a team, but also the importance of supporting the local community.

25 I believe that my work experience and my education at the *Secondary College for Agriculture and Forestry* make me an excellent candidate for the internship programme. I am prepared to be a valuable addition to my future employer's farm in New Zealand.

4 Letter of motivation

	Letter of application	Letter of motivation
1	sender's address	
2	recipient's address	
3	date	
4	salutation	
5	reference line	
6	opening paragraph	
7	main body	
8	closing paragraph	
9	complimentary close & signature	
10	enclosure	

Please note: In letters of motivation addressed to a recipient in the US, you might start the letter with the salutation *Dear Sir / Madam* and end with the complimentary close *Yours faithfully* and your signature. When the recipient is known (e.g. *Dear Mr Smith / Dear Ms Jones*), the required complimentary close is *Yours sincerely*.



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Key: ↗ opening paragraph, ↘ main body, ↙ closing paragraph