

Dear \_\_\_\_\_,

My name is \_\_\_\_\_, a future (name of your profession, e.g.: Civil Engineer) from Germany who is part of the Alberta-Saxony Intercultural Internship Alliance Program (ASiiA). Please see attachment for more details on the program.

I am exploring employment opportunities in Alberta and I came across your website (explain briefly what you find fascinating about this company – which specific projects you are referring to, make it personalized).

Ideally I would like to start my internship in \_\_\_\_\_, and would be grateful if you could take a look at my attached résumé and cover letter.

All of my contact information is included in the attached application documents. You may reach me through phone or email, and I can gladly address any questions or comments you may have.

Thank you for your time and consideration,

Your full name