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Mr Ian McManus  
Newave International  
63 Seafield Road  
Aberdeen Scotland AB15 7YU

15 April 20XX

Dear Mr McManus

**Ref. 345649 Graduate work placement in the planning department of Newave International**

I would like to apply for the graduate work placement in the planning department of *Newave International* as advertised on *The Guardian* website.

I am completing my master's degree in Civil Engineering at the University of Munich, Germany, and expect to graduate in July 20XX. The main focus of my studies is Naval Architecture.

In addition to my university studies, I have also completed undergraduate placements at engineering companies in Texas, USA and in Aberdeen at North Atlantic Engineering. Both placements significantly added to my practical knowledge of Naval Architecture and confirmed my desire to build a career in this field.

During my work placement at North Atlantic Engineering, I was responsible for blueprint design and construction planning and surveillance, which mirror the required skills listed in your advertisement. I also trained and worked as an architect at an architectural firm in Munich, where good teamwork, the ability to make detailed plans and excellent organisational skills were a must.

I am a native speaker of English: my mother is Scottish and I was brought up in a bilingual environment. I have attached my CV and would very much appreciate the opportunity to discuss the work placement in your planning department in a personal interview. Thank you very much for your consideration.

Yours sincerely

Sven Mayr

**Kommentiert [BO1]:** He has completed placements in exactly the field he is applying for now, he is experienced and determined to pursue a career in this field. This makes a good impression.

**Kommentiert [BO2]:** By telling his English level, at the same time, he establishes some kind of common ground between the employer and him. He makes clear that he is familiar with the country and builds a sort of personal basis.