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February 20, 2013

Ms. Cornelia Furness
Air New Zealand Contact Center Private Bag 4755
Christchurch
New Zealand

Application for an internship position in one of Air New Zealand's travel centers

Dear Ms. Furness:

I am a first-year student of Tourism Management at Munich University of Applied Sciences and am looking for a six-month internship in the air travel industry starting in about August 2013. I was therefore very interested to read your advertisement on www.wiwo.de offering international students the possibility of doing an internship in one of your travel centers throughout New Zealand starting in summer 2013.

As a student of Tourism Management, I am familiar with sales and marketing in tourism and I have actively used my marketing skills during two internships. At the tourism center in Melbourne, Australia, I designed presentation slides for supervisors, created brochures and flyers and dealt with correspondence. I gained hands-on experience with travel center work during my internship with German Lufthansa at Munich airport. My work there involved taking on personal responsibility for sales and advertising and developing marketing concepts in a very busy work environment.

I am very excited about the possibility of learning more about tourism in New Zealand. I was so impressed with New Zealand and its people during the three months I spent there and I would welcome the opportunity to intern in any of your travel centers or in multiple centers. I am confident that my strong communication and interpersonal skills as well as my foreign background would enable me to quickly contribute to the travel center team.

My resume is attached. Thank you for considering my application. I look forward to hearing from you.

Sincerely,

Mareike Hefner

Kommentiert [F1]: Like Australian English, you'll find a mixture of US and UK English style in New Zealand. We recommend you study the website of the company you are applying to, find out which style of English they mostly use and write your application in that style. *Mareike* is writing in US English. You'll find examples of UK and US language usage in Application Language → UK/US usage.

Kommentiert [F2]: Companies like to know where you found out about the job you're applying for.

Kommentiert [F3]: This is another way of saying that you can work under pressure.