



IMPROVING EUROPEAN WORKEXCHANGE EXPERIENCES FOR YOUNG PEOPLE
& PROVIDING TRAINING AND SUPPORT FOR TEACHERS AND ENTERPRISES

INTRODUCTION LETTER TEMPLATE

What is an introduction letter?

Before the work placement you need to write an introduction letter. The purpose of the letter is to give information about who you are and what you can contribute to the company in your role.

Ideas and advice

- Add a personal touch to the letter; it will give your letter originality.
- An introduction letter should be short: one page maximum
- Use spell check provided by Word (first select British English as the language for the document)

1. Start the introduction letter by telling who you are. Let people get to know you and your interests.

Example

My name is and I'm years old. I live in which is.....

As a person I am

In this type of work, I think it's important that people are.....

In my spare time I like to

I am interested in

My goals in life are

2. Write about your studies at school

Write about your relevant previous study for the work placement. Write what you have learned from your courses. Perhaps you have learned other things from school that would be useful at the work placement.

Example

I am studying at..... with a focus on

During my education, I've had some practical training. My work placement has been at At my work placement my main responsibilities (tasks) were

What I especially liked at work was because

3. Write why you are motivated and how you can contribute

Don't worry if you don't have experience in the specific field; you are intelligent and have good skills which will help you learn quickly!!!



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4. End the letter, and thank the person and make him/her want to contact you.

Example

Thank you for your consideration, and I look forward to hearing from you.

Kind regards,
Your name
OR

Yours sincerely,
Your name

OR

Yours faithfully,
Your name



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If you like, you can use some of the words below or maybe it will inspire you to find other/new words.

Pick your choices

I am interested in:

In my spare time I like to:

| | | | |
|--------------------------|------------------------|-----------------------------|----------------------------------|
| Animals | Fashion | Kart racing | Ping pong/table tennis |
| Cars | Travel | Watching movies | Skateboarding |
| Swimming | People | Playing cards | Photography |
| Dancing | Drawing | Singing/ composing music | Painting |
| Party | Food / cooking | Graffiti art | Swimming |
| Reading | Shopping | Ice skating | Golfing |
| Computers | Scuba diving | River rafting | Computer games |
| Bungee jumping | Internet browsing | Blogging | Comic books |
| Dancing/ choreography | Bird watching | Playing board games | Traveling |
| Creative writing | Racing | Fishing | Creating software |
| Collecting stamps | Exercising | Hunting | Boating |
| Video games | Gymnastics | Skiing | Kayaking |
| Surfing | Bowling | Jewelry-making | Social networking |
| Model building | Interior decoration | Trekking | Building computers and robots |
| Beauty | Reading | Sculpting | Camping |



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Pick your choices
I am

| | | | |
|------------------|-----------------|-----------------------|---------------|
| Positive | Outgoing | Happy | Interested |
| Dependable | Observant | Optimistic | Confident |
| Helpful | Trusting | Reliable | Fearless |
| Adventurous | Meticulous | Encouraging | Persistent |
| Independent | Discreet | Goal Focused | Good listened |
| Enthusiastic | Adaptive | Analytical Mind | Visionary |
| Articulate | Collaborative | Humorous | Balanced |
| Responsible | Hard Working | Productive | Friendly |
| Self-Sacrificing | Trustworthy | Relationship-Oriented | Decisive |
| Creative | Sincere | Emotionally Competent | Committed |
| Courageous | Detail-Oriented | Prepared | Organised |