

Spiegelgasse 10a  
86135 Augsburg  
Germany  
Telephone: +49-821-345767  
E-mail: kai.harmann@gmx.de

February 18, 2004

Ms. Marion Sweeney  
Human Resources  
PRT Technologies  
145 Congress Way  
Sheridan, WY 82801  
USA

**Kommentar:** The date normally comes before the inside (recipient's) address. The format of a date in the US is month-day-year. Be sure to put a comma after the day. Spell out the month. That way it is absolutely clear which is the day and which the month.

**Re: Application for a graduate trainee position in marketing and communications,  
ref. LP/01grads**

**Kommentar:** Americans usually put a full stop (US: period) after an abbreviation.

Dear Ms. Sweeney,

**Kommentar:** In the US the subject line comes before the salutation (Dear Ms. Sweeney).

I am a final-year student of Economics and Business Studies and am looking for an opening as a graduate trainee in marketing. I was therefore very interested to read on your website that PRT Technologies have a new position for a graduate trainee in its marketing team.

**Kommentar:** The salutation is followed by a comma.

You can see from my CV that both my professional and my academic experience make me a highly suitable candidate for the graduate trainee position in PRT's marketing department. My major is marketing and I have actively used my marketing skills in a university project and during an internship at Siemens. At Siemens I acquired valuable experience in project coordination and in setting up information systems for strategic marketing. As part of my degree I co-founded Uni-Face, an organisation that promotes Augsburg University to the public. My work with Uni-Face has given me a lot of hands-on experience in public relations and advertising and in developing marketing concepts.

**Kommentar:** The American term for "work placement" is "internship".

A graduate traineeship in marketing would enable me to contribute my experience in marketing to your company while at the same time developing my skills in that field. I am confident that my strong communications and interpersonal skills as well as my foreign background would be a valuable asset in an international marketing environment and a sound investment for PRT.

I am keen on finding out more about this position and discussing with you in detail how I could contribute to your company. I would welcome the opportunity to do this in an initial telephone interview, for which I am available at any time.

**Kommentar:** It's a good idea to ask for an initial telephone interview as an employer will not normally expect you to fly to the States for a face-to-face one.

Thank you in advance for considering my application. I look forward to hearing from you.

Sincerely,

**Kommentar:** Close a letter in the US with "Sincerely" or "Sincerely yours" and follow this with a comma.

*Kai Harmann*

Kai Harmann

Enclosure: Resume

**Kommentar:** The US term for "CV" is "resume".