**Return address**

45 avenue Foch

75 018 Paris [nom@internet.com](mailto:nom@internet.com)

**Date**

August 12, 20XX

**Inside address**

Mr. Philippe Leclerc Manager Export Division Biotechasia

7 International Business Park

Singapore 609927

**Salutation**

Dear Mr. Leclerc,

**An introductory paragraph explaining who you are and your intent**

I am writing to explore the possibility of an internship within your organization. As a French student pursuing a Master's degree in Export at the University of Hull, I am required by my university to spend up to six months in a work placement in the field of export. Undertaking a placement in Singapore would provide an invaluable experience, both professionally and personally.

**A paragraph to highlight relevant experience**

As my enclosed resume indicates, my studies and work experience revolve around the administration of the export function within organizations, in addition to strategic planning and implementing export plans within the public spectrum. I have experience working both independently and as a team member in order to facilitate the completion of projects.

**An explanation of your eligibility to work**

Regarding to my eligibility to work in Singapore, I can easily work as an intern with your organization thanks to a specific program designed and sponsored by your company. As my sponsor/your company's departement would be authorized by Singapore government to issue the necessary documentation to obtain an internship pass, allowing me to be a part of your team for up to eighteen months. It will take only 3 to 6 weeks to obtain it.

**Closing Paragraph**

Thank you for your time and consideration. I look forward to hearing from you in the near future.

Sincerely,

**Typed name**

Christine Paulois