

GUIDE TO WRITING A LETTER OF OBJECTIVES

A well written letter of objectives will enhance the chances of securing a high-quality internship placement. Professional objectives are to be no longer than one page in length and should exclude all information not pertinent to the work placement e.g. family details, education prior to high school and extra curricula activity not related to your field of study.

IMPORTANT NOTE

Please do not copy the below template exactly as it is, be creative and personalize your Letter. This template is mainly to give you an idea of how a Letter should look like.

- Do not copy Australian Internships logo
- A Letter is personal and must show your personality → do not copy your friends or family's Letter of Objectives
- This Letter must present your objectives for the internship
- A letter of objectives should not be longer than 1 page
- Insert a professionally presented photo
- Send your Letter to Australian Internships as a Word document

Australian

Internships
Your career starts here.

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LETTER OF OBJECTIVES PRESENTED BY AUSTRALIAN INTERNSHIPS

GUIDE TO WRITING STATEMENT OF PROFESSIONAL OBJECTIVES

- 1) Heading:
 - Intern Name
 - Address
 - E-mail
 - Current professional photo

- 2) Introductory Paragraph:
 - Introduce yourself
 - Cover your educational achievements or background

- 3) Professional Achievements:
 - Describe your past and current professional achievements
 - Outline the duties that you were responsible for
 - What did you learn from this experience?

- 4) Internship Objective:

Note: This may be covered in bullet points

 - Explain why you are hoping to complete an internship
 - Is this a requirement of your university course
 - Is this for professional development
 - Is this to enhance your English skills
 - Outline the field you are interested in working in and clearly explain the relevant skills that you have related to this field

- 5) English Skills:
 - Give a brief overview of your current English language level, including your written and oral skills
 - Outline how long you have studied English for and if you have lived in an English speaking country for any length of time

- 6) Conclusion:
 - Thank the reader for taking interest and once again reaffirm your interest in taking an unpaid internship in your field of studies in Australia

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22 September 2015

Intern
Photo

INTERN FULL NAME
Address and email

C/- Australian Internships
Suite 1 Savoir Faire
20 Park Road
Milton QLD 4064

STATEMENT OF PROFESSIONAL OBJECTIVES

To Whom It May Concern:

I have recently completed a Bachelor of Business Information Systems at the University of Hamburg in Germany. My course was focused on information technology as well as business administration and I have been able to combine my learning by taking internships in the area of IT and Web development at a number of firms in my home town.

Currently I work at a medium-sized enterprise in Information Systems engineering. My tasks include the development of application programs for business processes. I work on the projects from the initial development of the project until the final test of the software.

International experience for graduates is becoming more and more important. Thus I hope to travel abroad to become acquainted with a new country and culture. In addition to the experience I will get abroad, I have chosen to come to Australia to learn more about the people, practise my English and travel.

I would like to apply for an internship in the field of information technology. I'm especially interested in design and implementation or support of new or existing application software. Furthermore I have gained work experience in project management which is another area of operation I am interested in learning more about. The enclosed Curriculum Vitae shows the software I work with and my practical work experience.

In detail, my objectives for this internship program are:

- To gain professional competence in the field of IT, either for an IT company or in the IT department of a specialist company
- To extend my skills in working in a project
- To get an insight into the Australian labour procedures

I have good skills in written and spoken English, having studied English for 5 years in Germany. I am well prepared to start at your company and bring my full commitment.

I certainly believe that this working experience will be a magnificent contribution to an international-orientated future career.

Yours Sincerely

(Student Signature)