

Séquence : Rechercher son stage en lycée pro – T^{le} Bac Pro
Séance : Comment actualiser votre lettre de motivation ?

How to write your application letter? Advice, only in English

Before starting, keep your CV or résumé at hand, because some parts will guide your new writing.

(Of course, you may also modify or adapt your CV to the receiver). If you want, you can write your letter in French first (and then, you will have to translate it) or jump directly into the English language. Please, follow the following guideline.

Keep the identity of the receiver in mind. If you are writing this letter on line, back it up.

First name and name:

Address:

Tel:

Mail:

Student identity: 12th grade,
vocational school

Professional subject:

Age:

Name and address of the receiver:

Place and date:

Object: application as a trainee.... (indicate the professional domain), from ... to ...

Dear Madam, dear Sir,

(Introduce yourself)

I am a twelfth grade student at... I study..., because I am very interested in...

(Apply)

I am applying to your company / business / office, because I wish to work as a trainee from ... to... This training course will officially validate my school year.

(Be serious)

Insist on the fact that you will write a report after your training. Indicate that one of your teachers will meet your tutor and will write an evaluation report, at the end of the period..

(Your experience)

Mention one or many training periods from the previous year. Insist on the skills you have developed and which have been validated by your tutors.

**For example: in my eleventh grade, I was a trainee at/for... My main missions were to... and...
I have been able to develop (such and such skills)**

To acquire complementary skills such as... and because I would like to discover a complementary or different aspect to the work, I wish to join your business/office.

To know about the skills linked to the job, you may check the ones listed on [professional files on line](#). Remember to translate them!

(Your personal research)

Show that you have searched data on the business or the office you want to join. Try to link them with your studies and your skills.

For example: As a matter of fact, this year, in our vocational high school, we are learning this and that...which I would like to experience by your side and at your service / for the... department.

(Your skills and abilities)

Link your skills or qualities from your CV with the ones expected by the company or the office. Faites un lien

For example: I practice sport (give more details!). This shows my determination and my regular discipline, which I will also apply to myself as a trainee in your company.

For example: I like drawing (give more details!). This shows my creativity and my openness to art and culture in general, which I would also offer as a service to your company, as a trainee.

(Greetings and wishing for a positive answer)

By the way, if you can, give your application letters and CV in person, during the off-peak hours. Think about short oral sentences to introduce yourself and to explain your goal: to be a trainee for their company! If needed, ask your parents or your trusted friend to come along with you.

**Thank you for your interest in my application as a trainee,
Looking forward to hear from you,**

Yours sincerely,

Your first name and family name

Signature
