

Séquence : Rechercher son stage en lycée pro – 1<sup>re</sup> 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). Please, follow the following guideline to write your letter.

**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: 11<sup>th</sup> 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 in eleventh grade 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.***

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*(Your experience)*

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

**For example: in my tenth 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.*

**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 hearing from you,  
Yours sincerely,**

Your first name and family name

Signature

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