



Dear Intern,

To complete your application, please compose a detailed motivational letter in English with a maximum of 300 words, single spaced. Please write this letter in your own words to give us an impression of your written English language skills, and do not format it as a bulleted list.

The letter should cover the following questions:

- Name of the university/FH/Berufsakademie or any other institution that you study at/studied at
- Field of study
- Explain why an internship in the U.S. is important to you
- Mention three to four tasks to be accomplished during your internship
- Goals during the internship
- Tell us about your possible future career goals
- Declare your intention and reasons for returning to your home country. This is very important, so please do not overlook it!
- Please do not forget to sign at the end of your letter

Your letter should be very detailed since it is an important aspect of the application. Failure to follow these instructions may slow down your application process!

**Please use the following template for your composition! There is no need to include these instructions with your letter.**

Thomas Dzimian  
Director of Career Services  
GACCNY  
75 Broad Street, 21<sup>st</sup> Floor  
New York, NY 10004

Your Full Name  
Street Address  
Zip Code, City  
Country

mm/dd/yyyy

Dear Mr. Dzimian,

<< Motivational Letter >>

Sincerely,

<< Your Signature >>  
Your Full Name