

SAMPLE LETTER OF INQUIRY FOR PRACTICAL TRAINING FOR INTERNATIONAL STUDENT

111B Baird Hall
University of Wisconsin
La Crosse, WI 54601

December 9, 20XX

Ms. Joan J. Hillo
Production Manager
Fifty-Two Millimeter Films
12 John Street, 10th Floor
New York, NY 10038

Dear Ms. Hillo:

This letter is to request an internship in business management in your production company beginning September 1, 20XX, full time for an international student practical training experience. I am authorized to work in the United States on my J1 Visa. My MBA training in capital budgeting, organizational behavior, production planning and marketing, along with my global experience in business make me a strong candidate for an internship. I am also interested in the industry of film production because of the chance to work in an artistic environment and to use some of the knowledge I have gained in the cinema as a personal lifelong interest. In my home country of Australia, I participated in a film criticism course. It is interesting to study the differences and similarities between U.S. and Australian filmmaking.

I am also willing to remain in the United States indefinitely if a mutually acceptable arrangement can be found after the practical training experience. I am seeking some compensation, similar to an entry-level position in your company. I have located housing and I am knowledgeable on the lifestyle of New York City, as I have visited many times in the past. My experiences around the world have allowed me the ability to easily adapt to different environments and cultures with awareness and sensitivity.

I would be happy to meet with you during my upcoming trip to New York from May 1-15 to discuss the possibilities of an internship. You may contact me at 608-268-9753.

Sincerely,

Amanda J. Manaiar