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17th December 1996 (20 years old)

Dear Sir, Madam,

I wish to apply for a training placement in your company from 09 May 2017 to 30 June 2017.

I am now studying for a Higher National Diploma in International Trade, in a french school located in Verneuil Sur Seine. As a part of my studies I have to complete a training period in a foreign company in the field international world.

For this work placement, I have to perform objective in order to validate my year. I have to identify and select targets in accordance with the characteristics specific to foreign markets, assessing the potential of current customers, organize business development activities and communication with potential costumers, analyze assessing and following-up contacts, collect, manage an update a network of relevant and multicultural contacts, gather analyze and select information about the decision making processes and the methods of trade negotiation in different countries, collect information about social and cultural practices to ensure efficient communication with foreign contacts, and manage a sales and contact network and a client portfolio.

I look forward to hearing from you in the near future.

Yours faithfully,

Rayapen Leeann