



Deutsche Schule der Borromäerinnen Alexandria
Abteilung Fachoberschule (FOS)



St. Charles Borromeo
German School of Alexandria
FOS - Business School part of DSBA

23 June 2016

Dear Sir or Madam,

The concept of the business education (FOS) at our school combines profound theoretical and applied practical education in the fields of economics and administration.

On behalf of our school I would like to enquire if there is an opportunity for our student to gain practical experience in your company. By doing this you would support our school's goals and help the student to decide on a career that meets her respective capabilities and skills. The internship period usually takes place during winter and summer break of each school year (December/January and June/July).

Our students would benefit most from training in the following domains:

- General information: Obtaining of information about the company's position in the economics sector, its general structure and relations between its various departments and external partners.
- Commercial work: purchase, sales, marketing, controlling and finance.
- Participation in local and international business transactions.
- Administrative work such as human resources or further training of staff.
- Banking: Transfer and payment transactions.
- General assistance and secretarial work.
- Participation in communication requiring the use of foreign languages.
- Accounting work: book keeping, controlling.
- Use and application of modern technical office software.

For the benefit of your company, and to provide the student with maximum educational reward, it is vital that the student participates in the areas mentioned above at a level, which matches the experience and the practical skills of our students. Please support them by offering them demanding tasks so they can prove their particular level of knowledge and put it into practice. The internship will help our students to use their experience to good effect in their future job.

If you have any further questions concerning the internship and the educational program of the FOS DSBA, please do not hesitate to contact me.

We thank you in advance for your generous support.

Yours faithfully,

Angelika HEYDER
Internship Coordinator