

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

June 23, 18

Dear Sir or Madam,

On behalf of our school I would like to thank you for giving our student the opportunity to accomplish her internship in your company. This represents such a great opportunity for our student to gain work experience, which will help her in the future – in school and beyond. As you may already know, our student needs three documents at the end of her internship to fulfill the school requirements: (1) the weekly internship report, (2) the questionnaire and (3) the training certificate.

(1) Weekly internship report (German: *Wochenbericht*)

As you may already know, our student has to write a short report about what she has done in your company. The student will have to take weekly notes of her duties and tasks.

(2) Questionnaire (German: *Feedback-Fragebogen*)

Attached you will find a questionnaire helping us to evaluate the performance of our student during her internship in your company.

(3) Training Certificate (German: *Praktikumsbestätigung*)

To verify her attendance and performance during the internship, the student needs a training certificate, which should contain the following information:

- Name and address of the company
- Name of the person responsible for the internship
- Full name of the student and exact duration of the training
- List of the different fields of work
- The student's performance at work

The weekly internship report, the questionnaire and the training certificate should be written in English and signed and stamped by the person in charge of our student in your company. Please pass all the papers mentioned above in a closed envelope directly to our student on the last day of the internship. This is very important, as our student needs all these forms to apply for the next school term. If you have any comments or questions regarding the practical training, please don't hesitate to contact me. Thank you once again for your support of our FOS education.

Yours faithfully,

Angelika HEYDER
Head of the Vocational School of the DSB Alexandria