



**Internships / Work Experience**

**for students of our vocational grammar school courses for economics and business administration**

Dear Sir or Madam

The Feldbergschule is a Business College in Oberursel near Frankfurt. Students of our grammar school courses have fulfilled their general education requirements and now want to major in economics and business administration. The students are regularly assessed during this full-time course and have a final examination comparable to the British A-levels.

An important part of the course requirements is the internship / work experience of a minimum of two weeks in the summer at the end of their second year. At that time they have already obtained basic knowledge in economics, business administration, accounting and data processing, so they can be valuable assistants during the holiday season and support your regular staff.

The students are fully insured against all risks at work, they are also covered by a personal liability insurance and of course required to meet the standard rules of business confidentiality.

We would very much appreciate your offering an internship / work experience placement and would like to thank you in advance for your interest and your help. If you have any further questions, please do not hesitate to contact Mr Heiko Rhode or Ms Alexandra Leonhard, the teachers in charge of the organisation of internships / work experience placements at the Feldbergschule Oberursel.

Yours faithfully

Heiko Rhode

Alexandra Leonhard