



German American  
Chambers of Commerce  
Deutsch-Amerikanische  
Handelskammern

Dear Exchange Visitor,

To complete your application, please compose a detailed motivational letter in English that is one page in length and single spaced. Please write this letter in your own words to give us an impression of your written English language skills and do not format it as a bulleted list.

The letter must address the following questions:

- Give the name of the university/FH/Berufsakademie or any other institution at which you study/studied and describe your field of study.
- Explain why an internship/traineeship in the U.S. is important to you.
- Mention three to four specific tasks to be accomplished during your internship/ traineeship.
- Goals during the internship/ traineeship.
- Tell us about your possible future career goals.
- Explain what plans you have in place to participate in American culture during your internship/ traineeship. Please provide specific examples in detail. (i.e. specific U.S. historical sites, monuments, local sight-seeing attractions, U.S. holidays, etc.).
- Declare your intention and reasons for returning to your home country. This is very important, so please do not overlook it!
- Please do not forget to sign at the end of your letter.

Please address your letter to your case manager. Your letter should be very detailed since it is an important aspect of the application. Failure to follow these instructions may slow down your application process!

Please use the following draft for your composition. There is no need to include these instructions with your letter.

Case Manager's Name  
Case Manager's Title  
German American Chamber of Commerce  
120 Wall Street, 20th Floor  
New York, NY 10005

Your Full Name  
Street Address  
Zip Code, City  
Country

Month Day, Year

Dear Mr./Ms. XX,

<< Motivational Letter >>

Sincerely,

<< Your Signature >>

Your Full Name in print