

Dear Exchange Visitor,

To complete your application, please compose a detailed motivational letter in English that is ideally 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:

- Who are you, what and where are you studying / did you study?
- Explain why an internship/traineeship in the US 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 US historical sites, monuments, local sightseeing attractions, US holidays, etc.).
- Declare your intention and reasons for returning to your home country. This is very important, so please do not leave it out!
- Please **SIGN** and **DATE** your letter.

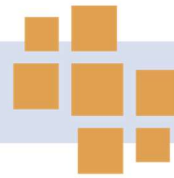
Please address your letter to the Responsible Officer of our J-1 visa program, Ms. Sandy Jones. Your letter should be very detailed since it is an important aspect of the application. Failure to follow these instructions may slow down your application process!

Please use the draft on the next page to compile your letter, and please delete the above instructions from your document.





German American
Chambers of Commerce
Deutsch-Amerikanische
Handelskammern



GO J-1

German American Chamber of Commerce, Inc.
Sandy Jones, Responsible Officer
120 Wall Street, 20th Floor
New York, NY 10005
USA

Your full name
Your street address in your home country
Zip code, city
Country

Month/Day/Year

Dear Ms. Jones,

<<Motivational Letter Content>>

Sincerely,

<<Your Signature>>
Your full name in print