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Dear Sirs and Madams,

I am writing you to apply for the practise in your company. I am studying Applied Informatics course at College of Polytechnics in Jihlava, and I am very interested in practise in your firm.

I graduated at the Secondary Technical School in Jihlava with specialization in Electronical Computer systems in June 2008. I am sure that I am able to offer you my good experiences in working with Microsoft Office package (version 2003 and 2007) and operating system Windows XP and 7. Of course I am able to programming in languages like C, C++ and Pascal.

I would very like to work for your company, because it's very perspective firm, and I hope that you need one very reliable trainee. I'd like to obtain new experiences in the branch, meet new people and improve my language skills. I firmly believe that I will be a good fit in your company environment.

Thank you for your time and consideration.

I enclose my curriculum vitae, my address and phone number.

I'm looking forward to hearing from you soon.

Yours sincerely,

Jan Novak

Enclosure: Curicullum Vitae