**Model Letter of Intent**

To whom it may concern

Dear Sir / Madam

I would like to submit to your attention my request of becoming team memberwithin your organization.

Over the last nine years, I have built a strong experiences and knowledge inimplementing business strategies, developing and optimizing processes.

My expertise is focused on product development, optimizing processes, andalso generating sales through internal network and third parties.I am highly motivated person with strong sense of responsibility. I am easyadaptable to any environment as I have experience in different culturalorganizations and nationalities.

On the matter of educational background, I have consolidated my knowledgegraduating the Master of Business Administration – Finance offered by xxxxx.

I am interested in starting a career within an international company that isrequiring English as corporate language and also offers the possibility tointeract in German. Currently, I am in the process of learning the Germanlanguage estimating to finalize the Advance level C1 in 2015.

I look forward to meeting you and providing further information.

Yours sincerely,

xxxxxxxxxxxxxxx

[Contact details]