

Experience letter (example)

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Kristen Steward

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Dear Madam/Sir, My name is Kristen Steward and I'm 18 years old student at Sport High school in Honk Kong where I'll graduate in May 2019. I'd like to express my interest for course of Tourism at your University College of Business in Prague. I've been dreaming of studying abroad since I was a little girl.

I was born and raised in Bankok, Taiwan. As I already mentioned I'm a student at Sport high school where I am going to obtain my High school certificate from English language B2 level, Mathematics and Spanish at B2 level and Sport Theory. I'm always willing to learn and improve my abilities. I enjoy learning subjects like geography, economics and languages. Also I have to mention that I'm a positive thinker, hard worker and purposeful person which like to work and help other people. I've been learning English since I was 5 years old. In the last 4 years I've been studying German language which is my second foreign language. And lastly my father has been teaching me Russian for the past 2 years.

As for my hobbies, I can say I'm an athlete and a traveler with my whole heart and soul. I was a swimmer for 12 years and for the last 2 years I started training for triathlon and aquathlon competitions. I was very close to becoming a part of national swimming team and I even had some meaningful medals. I loved what I was doing but sadly this year I wasn't able to continue doing sports, because it was taking a lot of my time that I needed to invest in studying and planning my future plans. But up to now, one of my dreams is to be a part of an Ironman race in Hawaii.

Why I have decided to continue my studies in Prague and how I see the Tourism program? The answer is pretty simple. Prague seems pretty interesting, fascinating, historical and multicultural city for me. I was fascinated by the beauty of this city when I first visited it. Prague as city seems full of opportunities, where I can become whatever I want to be and make my dreams come true. Consequently, your Tourism course at your University College of Business is a perfect opportunity for me to achieve my goals. That's why I hope to become a part of it. I expect that in the first semester we will study economics, statistics, informatics, business negotiations, one foreign language according to my choice and one voluntary course (e.g. monuments of the Czech Republic). I am looking forward informatics and business negotiations, but I hope I will be able to pass economics and statistics. I know that all these courses are important for my future as you need to do some basic statistics and have economical thinking when doing business. I am looking forward psychology and management in the 2nd semester because these courses are part of everyday life. I will better know people and be able to manage my business. I also believe that business economics will be better than basic economics from 1st semester. Law is important as everyone needs to act according to law, but I do not like that to much. I am also glad that I can continue in studying foreign language and that in 3rd semester I will be studying 2 foreign languages. When I look at the course schedule for the whole Bachelor studies, I see very interesting courses like marketing, multicultural communication, international tourism and human resources as elective course. My preferred courses will be marketing, management, languages and the least preferred will be statistics, economics, business economics, and bookkeeping.

In the future I'd like to work for world leading airlines companies such as British Airways, KLM, CSA or Emirates. Traveling is my passion and up to now I've visited 21 countries. I stayed and worked in Switzerland where I also improved my skills in German and found a lot of new friends. This experience taught me to become a standalone. This year I had also opportunity to stay in England for summer holidays. I've visited places like Manchester, Liverpool, Blackpool and London. I discovered a lot of counties this year and I'm so glad for this experience. My biggest travel dream is to explore Asia and discover its beauties and rich culture.

Thank you very much for considering my application. I am looking forward to your response.

Best regards,

Date: 18th September 2018, Kuala Lumpur

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Kristen Steward

My plan for the 1st year in Prague	Start	Finish
1st month in Prague		
Arrival to Prague	10.09.2019	10.09.2019
Getting the booked accommodation	11.09.2019	11.09.2019
Register after arrival with the Ministry of Interior	12.09.2019	12.09.2019
Collect the residence card at Ministry of interior	12.10.2019	12.11.2019
Nostrification process		
Get official translation into Czech language of all required documents	13.09.2019	18.09.2019
Prepare the application	28.09.2019	28.09.2019
Submit an Application to the Registry (in Czech: Podatelna) of concerned municipality	30.09.2019	30.09.2019
Preparation for nostrification examination (if my studies are not validated without examination)	30.09.2019	30.09.2019
Pass nostrification exams and receive the nostrification	17.12.2019	20.12.2019
Study period (from 3rd week in September)		
Enrollement	18.09.2019	18.09.2019
Class attendance according to the timetable	23.09.2019	20.12.2019
Preparation for my 1st exam from Quantitative methods	20.12.2019	05.01.2020
Doing my 1st exam	06.01.2020	06.01.2020
Preparation for my 2nd exam from Economics I	07.01.2020	13.01.2020
Doing my 2nd exam	14.01.2020	14.01.2020
etc.		
Work		
Searching for the part time job	15.10.2019	15.11.2019
Start working part-time during days when we do not have the lectures	01.12.2019	29.08.2020
You can modify this according to your plans and preferences. The end date will be August 31.		
You can also include your work plans here.		