

**EXERCISE 1: COMPLETE THIS MAIL WITH THE WORDS FROM THE BOX. There are more words that you need**

Dear Martínez /an attached document/ Dear Laura/ Dear Ms Martínez/ internship period /Thank for your email / forward to receiving/ please do not hesitate /to offer placements /could you please send/can you give / A short motivation letter/forward to your reply

**Subject: information for internship**

\_\_\_\_\_ (1),

\_\_\_\_\_ (2) and for your interest in our company.

We are happy \_\_\_\_\_ (3) for students of Administración y Finanzas every year.

To help you with your application, \_\_\_\_\_ (4) us the following information and documents as soon as possible?

1. Your updated CV in English
2. \_\_\_\_\_ (5) in English (maximum 150 words) explaining why you want to do the internship with us
3. The official document from your school (convenio de prácticas or anexo) with the exact dates of the \_\_\_\_\_ (6)

The deadline to receive everything is 20 December 2025.

If you have any questions, \_\_\_\_\_ (7) to contact me

We look \_\_\_\_\_ (8) your documents.

Best regards,

Sandra López

Human Resources Department

Textiles Mediterráneo S.L.

**EXERCISE 2: COMPLETE THIS MAIL WITH THE WORDS FROM THE BOX. There are more words that you need**

Thank you very much for / could you please tell me / offers placements/ I am writing to apply for /I confirm / Thank you again for your help/ I hope this mail finds you well/ Thank you for writing/ I like to inform/ do not hesitate to inform me

Dear Ms López,

\_\_\_\_\_ (1)  
\_\_\_\_\_ (2) your quick reply and for the information. I am really happy to know that Textiles Mediterráneo \_\_\_\_\_ (3) for students of Administración y Finanzas.  
\_\_\_\_\_ (4) that I will send you all the documents before 20 December 2025.  
Please find attached:

1. My updated CV in English
2. My motivation letter in English (148 words)
3. The official convenio de prácticas from my school with the exact dates (9 March – 29 May 2026)

Finally, \_\_\_\_\_ (5) the name of the person who will be my tutor in the company when the internship starts? I need this information for the school documents.

\_\_\_\_\_ (6). I look forward to your answer.  
Best regards,

Laura Martínez Sánchez  
1º Administración y Finanzas  
IES Ingeniero de la Cierva