

To whom it may concern

**Breukelen,**  
**Re:** internship  
**Ref.nr.:** 2223.071/VEL/lin

Dear Sir/Madam,

you have received this letter through one of our school's students requesting an internship at your organisation. This letter is intended to further explain the internship and the student's request. Our school is RSG Broklede, a secondary school for higher education in Breukelen, The Netherlands. Since 2004, we have been offering bilingual education for motivated students within our pre-university educational stream, which means that from the start of their career with us at age 12, students are taught their regular school curriculum in both English and Dutch. The programme is extra challenging and aimed at internationalisation as well as advanced personal development.

Students in fifth form (generally 16-17 years old) are required to complete a 40 hour international internship, which they have to arrange themselves at any organisation of their choice abroad, or at an international or intercultural organisation within the Netherlands. We see this as a particularly meaningful experience which touches upon not just internationalisation, language development and personal growth, but also requires executive and intercultural skills. In addition, it is an excellent opportunity for students to explore their future career paths, as the fifth form students are in their pre final year before continuing to university.

There are no special requirements as to the contents of the internship, which we mostly see as an orientation or work experience opportunity. Students are required to shadow an employee, get acquainted with the work floor and the organisation in particular, and get insight into what each employee does in their daily business. However, it is also possible for students to be assigned specific tasks. Past students have, for example, helped set up social media accounts for the company, aided in the organisation of specific activities, or taught younger children.

We would appreciate it very much if you could seriously consider offering our student an internship. Should you wish to receive any further information, please do not hesitate to contact us through [tto@broklede.nl](mailto:tto@broklede.nl). In addition, more information about the goals and content of the internship can be found on [internationalestagebroklede.weebly.com](http://internationalestagebroklede.weebly.com).

Yours faithfully,

Lotte van der Velden  
Coordinator of the Bilingual Department