



## Experience letter (example)

### Correspondence address

**Kristen Steward**

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### Address of permanent residence

**Kristen Steward**

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Indonesia

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 Entrepreneurship and Management at your University of Entrepreneurship and Law. I've been dreaming of studying abroad since I was a little girl.

I would like to start my studies in September 2021 (*here you need to specify month and year because you can also start in February 2022*).

I do not have nostrification (*specify if you have it or not*).

I was born and raised in Bangkok, 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 Entrepreneurship and Management program?** The answer is pretty simple. Prague seems pretty interesting, fascinating, historical and multicultural



# UNIVERSITY COLLEGE OF BUSINESS IN PRAGUE

## endowment fund

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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 Entrepreneurship and Management course at your University of Entrepreneurship and Law 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. Intra-business and innovation). 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 Communication and digital skills in the 2nd semester because these course is 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. My preferred courses will be Psychology and sociology in business , Intra-business and innovation, Intercultural Communication, Law in business, Modern informationsystems in business.

**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. Please find the plan for the 1<sup>st</sup> year in Prague on the next page.

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

Best regards,

Date: 18th march 2020, Kuala Lumpur

*Kristen Steward*

..... Kristen Steward .....

My plan for the 1st year in Prague	Start	Finish
<b>1st month in Prague</b>		
Arrival to Prague	10.09.2020	10.09.2020
Getting the booked accommodation	11.09.2020	11.09.2020
Register after arrival with the Ministry of Interior	12.09.2020	12.09.2020
Collect the residence card at Ministry of interior	12.10.2020	12.11.2020
Nostrification process		
Get official translation into Czech language of all required documents	13.09.2020	18.09.2020
Prepare the application	28.09.2020	28.09.2020
Submit an Application to the Registry (in Czech: Podatelna) of concerned municipality	30.09.2020	30.09.2020
Preparation for nostrification examination (if my studies are not validated without examination)	30.09.2020	30.09.2020
Pass nostrification exams and receive the nostrification	17.12.2020	20.12.2020
<b>Study period (from 3rd week in September)</b>		
Enrollement	18.09.2020	18.09.2020
Class attendance according to the timetable	23.09.2020	20.12.2020
Preparation for my 1st exam from Quantitative methods	20.12.2020	05.01.2021
Doing my 1st exam	06.01.2021	06.01.2021
Preparation for my 2nd exam from Economics I	07.01.2021	13.01.2021
Doing my 2nd exam	14.01.2021	14.01.2021
etc.		
<b>Work</b>		
Searching for the part time job	15.10.2020	15.11.2020
Start working part-time during days when we do not have the lectures	01.12.2020	29.08.2021
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. Do Not copy paste this table because you will be rejected. Use your real dates with beginning of studies in September or in February.		