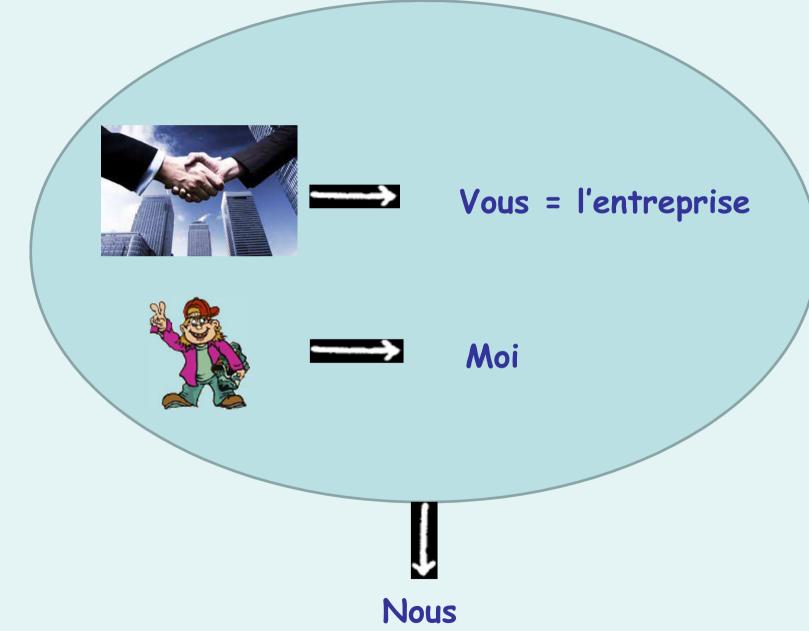
LA LETTRE DE MOTIVATION



Oui, mais au fait c'est quoi une lettre de motivation ??



Le travail préparatoire



Vous + moi = nous

5

5 min avant... d'écrire une lettre de motivation

Vous



Vous = l'entreprise



Pourquoi écrire à cette entreprise?

Se procurer des informations

Moi



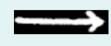


Qui suis-je?

Vos compétences

Nous





Nous



Un projet commun?

Mes atouts sont utiles à l'entreprise

Les rubriques

Rubrique	Description
L'en-tête	Vos coordonnées et celles de votre destinataire
L'introduction	Capter son destinataire : informations obtenues sur l'entreprise et la nature du poste.
Vos motivations	Vous : vos qualités
La proposition de rencontre	Se rendre disponible pour un RDV
La formule de politesse	Restez simple

La forme



En résumé...



Des exemples...





From: Sent: Monday, January 14, 2013 1:14 PM To: Subject: Summer Internship

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My name is and i am an undergraduate finance student at it is in the you the summer before last at Smith & Wollensky's in New York when I was touring the east coast with my uncle, it is it is it is it is used thank you for taking the time to talk to me that night.

I am writing you to inquive about a possible summer internship in your office. I am aware it is highly unusual for undergraduates from average universities like. I to intern at a but nevertheless lives hoping you might make an exception. I am extremely interested in investment banking and would love nothing more than to learn under your fuelage. I have no qualms about fetching coffee, shining shoes or picking up laundry, and will work for next to nothing. In all honesty, I just want to be around professionals in the industry and gain as much showarder as I can.

I won't waste your time inflating my credentials, throwing around exaggerated job titles, or feeding you a line of crapp about how my past experiences and skill set align perfectly for an investment banking internship. The truth is I have no unbelievably special skills or genus eccentricities, but I do have a near perfect GPA and will work hard for you. I've interned for Merrill Lynch in the Wealth Management Division and taken an investment banking class are for whatever that is worth.

I am currently awaiting admission results for Masters of Science in Accountancy program, which I would begin this fall if admitted. I am also planning on attending law school after my master's program, which we spoke about in New York. I apologize for the blust nature of my letter, but I hope you serously consider taking me under your wing this summer. I have attached my resume for your review. Feel free to cat me at a constant of the constan

Sincerely,

This email is confidential and subject to important disclaimers and conditions, including those regarding confidentiality, legal privilege and

Des exemples (encore)

