Οδηγίες συμπλήρωσης: το παρόν υπόδειγμα συντάχθηκε σε σκοπό να σας βοηθήσει στην επικοινωνία σας με το φορέα του εξωτερικού. Όσοι το επιθυμείτε μπορείτε να συντάξετε δικό σας έγγραφο. Αφού συμπληρώσετε τα πεδία που βρίσκονται στις αγκύλες προσοχή πριν την αποστολή του εγγράφου να διαγράψετε τις αγκύλες καθώς και τα πεδία που δεν θα χρησιμοποιήσετε. Επίσης, να διαγράψετε και το παρόν κείμενο οδηγιών.

 [YOUR NAME]
[SENDER'S ADDRESS]
(optional[SENDER'S PHONE]
(optional[THE SENDER'S E-MAIL]

[Place], [DATE]

[RECIPIENT’S NAME AND/OR COMPANY’S/HOST INSTITUTION’S DEPARTMENT]
[RECIPIENT'S ADDRESS]
[RECIPIENT’S E-MAIL]

Dear Sir/Madam,

I am contacting you to enquire the feasibility of carrying out a traineeship (placement/internship) at [company’s or host organization’s name and/or department/unit], sometime between early October 2019 to late September 2020, for a minimum of 2 and a maximum of 12 months. More specifically, I am interested in joining your team of trainees/interns through a work placement/traineeship/internship, in the framework of the EU’s programme, i.e. theErasmus+ programme (<http://ec.europa.eu/programmes/erasmus-plus/index_en.htm>).

I am currently a [select as appropriate: undergraduate/postgraduate student/PhD] student in the Department of [name of Department in UoM] of the University of Macedonia (www.uom.gr), in Greece. I would be particularly interested in working in the [name of specific department of the host company/organization], since …. [at this point the candidate should provide a brief profile of his/her academic background and interests]. Phrases you can use include:

I have earned my first BA degree from…

As a student of … of the University of Macedonia I am now specializing in ...

I would be interested in gaining invaluable insight concerning...

I have worked in …

I have followed educational programs in ...

Moreover, I have gained specialized knowledge...

I have successfully completed all the units/modules in the course curriculum and I am currently working on my thesis entitled “….”.

I strongly believe that in [host organization’s/company’s name] I will be able to combine my skills and knowledge and ….

[At this point a paragraph should also be included pertaining to the candidate’s language skills (i.e. English), certificates awarded (etc).]

The Erasmus+ programme enables students at higher education institutions to spend a traineeship/work placement/internship period in an enterprise or organization in another participating European country. The host organization is given the option not to undertake any financial obligations for the student, since financial support is provided by the home organization (in this case, the University of Macedonia). Moreover, there is no need for health care insurance because these will be covered by my European Health Insurance Card.

I would be grateful if you could consider my application for a traineeship period at [host organization’s/company’s name]. I am enclosing my CV and will be glad to provide you with any reference letters, upon request. However, I would like to inform you that if, initially, I receive a positive reply from you, I will need a ***Letter of Acceptance*** (also enclosed). The letter of acceptance, should mention at least the following: name of trainee, period of traineeship, outline of the programme (duties) of the trainee, main language of work. The original should be printed on your letterhead and then signed and stamped and a scanned copy should be e-mailed to me. I will then have to file an application at my Erasmus Office, under our Call (which will be open at my University after February 2019), presenting your *Letter of Acceptance*.

Should you request more information specifically on this mobility scheme, please contact the Erasmus Office of my University (erasmus@uom.gr), otherwise contact me directly (at ……...) to inform me about whether you feel I can be accepted at your organization for a traineeship period.

Thanking you in advance for considering my application,

Yours sincerely,

[sender’s name, and if possible signature]

ENCL:

1. Candidate’s Curriculum Vitae
2. Letter of Accaptance