Επαφή με φορείς υποδοχής στο εξωτερικό

Το παρακάτω κείμενο αποτελεί απλά και μόνο υπόδειγμα για τη συγγραφή και σύνθεση ενός **‘motivation letter’** που θα πρέπει να στείλει ο ενδιαφερόμενος φοιτητής σε έναν δυνητικό φορέα υποδοχής προκειμένου να διερευνήσει τη δυνατότητα εύρεσης θέσης για τοποθέτηση με σκοπό την πρακτική άσκηση (traineeship period), στο πλαίσιο του νέου προγράμματος Erasmus+.

[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) at [company’s or host organization’s name and/or department/unit], sometime between ………. [month/year] to …….. [month/year], for a minimum of 2 and a maximum of 6 months. More specifically, I am interested in joining your team of trainees through a work placement, in the framework of theErasmus+ programme (<http://ec.europa.eu/education/opportunities/higher-education/traineeships_en.htm>).

I am currently a [select as appropriate: undergraduate/postgraduate student/PhD] student in the Department of ………… [name of Department] at the University of Western Macedonia, 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.

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).]

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 also the template of the ‘Learning Agreement for Traineeships’ 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 have to kindly ask you to (i) complete and sign the form entitled ‘Learning Agreement of the Traineeship’, setting out the programme of traineeship to be followed, and (ii) send me a ‘Letter of Acceptance’. Both can be send to my e-mail as scanned copies. I will then have to submit an application to my International Relations Office. My application will have to constist of at least the completed and signed by your side ‘Learning Agreement for Traineeships’ and the ‘Letter of Acceptance’.

Should you request more information specifically on this mobility scheme, please contact Mrs Aikaterini Blanta (at erasmus@uowm.gr) International Relations Officer of my University, 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