**Erasmus Traineeship letter of presentation and request for availability to a company/department/institution/organization**

* ***Please fill in the letter with the requested info (all details written in blu colour)***
* ***Select the type of company and cancel the others ones (red field).***
* ***Cancel these instructions, if you are preparing this letter as separate file, and save it as pdf before sending. In alternative you can also “copy and paste” the full test (after having added the info) in the body of the email.***
* ***Don’t forget to send the CV.***

**Place/date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Dear Sir/Madam,

My name is ­­­­­­­­­­­­­­\_\_\_\_ ***Name & Surname***\_\_\_\_\_\_\_\_\_ and am  degree student at the (Bachelor or Master) Degree Course in \_\_\_\_\_\_ ***Add title of the Study program \_\_\_\_\_*** at the University of Teramo.

I am interested in carrying out a training period in your **company/institution/department/organization** ***(please cancel the type that don’t fit your purposes)*** /from\_\_***mm/aaaa****\_\_*to\_***mm/aaaa***, in the framework of the Erasmus+ Traineeship Programme.

The \_\_\_\_***(*add the name of the company/institution/department/organization)\_\_\_\_\_\_\_** fully meets with my knowledge and skills gained during my studies and it will give me the opportunity to improve my professional competences and abilities to practice.

My tutor at the University of Teramo, Faculty of \_\_\_\_\_\_\_**add Faculty** \_\_\_\_will be \_\_\_\_**add name of the tutor + email address** \_\_and interested to carry out activity in the field of……**add the topic of your interest**.

The Erasmus+ Program will pay me a monthly grant of Euro 350/400 and my University will provide with an insurance in case of accidents and liability.

In attach I send you my CV that states my personal skills and my background career useful for you to evaluate my application.

You can contact me by email \_\_\_\_\_\_**add your email** \_\_\_\_\_or phone \_\_\_\_ **add phone number** \_\_\_\_\_and I will be happy to provide you any additional information you may need.

Here below the summary of my details to be included in the *Trainee's acceptance letter* (in attachment), if you will accept my request:

|  |  |
| --- | --- |
| **Name Surname** | Add your info |
| **Date of Birth** | Add your info |
| **Place of Birth** | Add your info |
| **Mail adress** | Add your info |
| **Email adress** | Add your info |
| **Passport/I.D. number** | Add your info |
| **University** | Add your info |
| **Country** | Add your info |
| **Study program** | Add your info |
| **Period of Placement** | Add your info |

I look forward to hearing from you soon.

Thanks in advance for your kind cooperation.

Regards,

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­**