

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 the EU's programme, i.e. the Erasmus+ 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] of the [name of University], 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).]

The Erasmus+ programme enables students at higher education institutions to spend a traineeship period between 2 months and 6 months in an enterprise or organization in another participating European country. The host organization does not have to undertake any financial obligations for the student, since financial support is provided by the home organization (in this case, the TEI of Athens).

Moreover, there is no need for accident insurance and health care because these will be covered by my European Health Insurance Card. For more information on the Erasmus+ programme, please visit http://ec.europa.eu/education/opportunities/higher-education/traineeships_en.htm.

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 I 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 send you a template of the Letter of Acceptance and a Template of Learning Agreement for Traineeships and 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 file an application to my International Relations Office, under our 'Call' (which will be open at my University until December 15th). My application will have to consist 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 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]