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 μαζί με το Αναλυτικό Βιογραφικό σημείωμά του 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 & SURNAME]  
[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 (work 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 4 months. More specifically, I am interested in joining your team of trainees through a work placement, in the framework of the European Commission’s programme, i.e. theErasmus+/International Credit Mobility (ICM) programme.

I am currently a [select as appropriate: undergraduate/postgraduate student/PhD] student in the Department of ………… [name of Department] of the University of West Attica, in Athens, 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 “….”. (if applicable)

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+/ICM programme enables students at higher education institutions to spend a traineeship period between 2 months and 4 months in an enterprise or organization in a country outside the European Union. 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 University of West Attica). Moreover, there is no need for health care insurance, personal accident insurance and general liability for third party insurance because these will be covered by my private health insurance, which I will issue, as it is mandatory for the Erasmus+ programme. For more information on the Erasmus+ programme, please visit: <https://ec.europa.eu/programmes/erasmus-plus/resources/documents/erasmus-international-credit-mobility_en>

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, which you will have to sign and stamp and send it to me as a scanned copy via e-mail. I will then have to file an application to my Erasmus+/ICM Office, under our ‘Call’ (which will be open at my University until [day/month/year]). My application will have to consist of at least the completed and signed by your side “Letter of Acceptance”. Finally, if my application is accepted by my university as well, I will inform you in detail about the procedure of the rest paperwork.

Should you request more information, please contact me directly at …………..

Thank you in advance for considering my application and I am looking forward to receiving your reply.

Yours sincerely,

[sender’s full name, and if possible signature]