İŞLETMELERE....

Dear Sir/Madam,

My name is …………I am a third year undergraduate student in the Faculty of Engineering, Department of Mechanical Engineering at Ondokuz Mayis University in Samsun, Turkey. ( [www.omu.edu.tr](http://www.omu.edu.tr) ) and l have been awarded a grant within the Erasmus+ KA 1: Learning Mobility of Individuals from my university for a Traineeship period of……. months.

As it is very important for me to have practical experience in the work field of my area of study l have found your enterprise to be of utmost value for me. I am certain that your enterprise will provide me the experience that l am after and will be very beneficial for me in my future work opportunities.

I have attached my curriculum vitae for your further information and l would greatly appreciate it if you could offer me the chance to do ………months of training at your enterprise.

I am sincerely looking forward to your positive reply on this matter,

Yours faithfully,

STAJ ÖĞRENCİSİ İSTEYEN İŞLETMELERE.......

Dear Sir / Madam,

My name is …………I am a third year undergraduate student in the Faculty of Engineering, Department of Mechanical Engineering at Ondokuz Mayis University in Samsun, Turkey. ( [www.omu.edu.tr](http://www.omu.edu.tr) ) and l have been awarded a grant within the Erasmus+ KA 1: Learning Mobility of Individuals from my university for a Traineeship period of……………..months.

I have come across your traineeship offer for students in the area of………………………..

The chance of doing a training period of ……………….months in your reputable and professional enterprise will be of utmost value for me. I am certain that your enterprise will provide me the experience that l am after and will be very beneficial for me in my future work opportunities.

I have attached my curriculum vitae for your further information and l would greatly appreciate it if you could offer me the chance to do ………………. months of training at your enterprise.

I am sincerely looking forward to your positive reply on this matter,

Yours faithfully,

ANLAŞMAMIZ BULUNAN ÜNİVERSİTELERE..........

Dear Sir / Madam,

My name is …………I am a third year undergraduate student in the Faculty of Engineering, Department of Mechanical Engineering at Ondokuz Mayis University in Samsun, Turkey. ( [www.omu.edu.tr](http://www.omu.edu.tr) ) and l have been awarded a grant within the Erasmus+ KA 1: Learning Mobility of Individuals from my university for a Traineeship period of…………………. months.

Our university has an existing Erasmus agreement in the area of………….for student training and within this framework l am writing to enquire when it would be the best time for me to do a training period at your university.

My preferred dates are………………………..

I have attached my curriculum vitae for your further information and l would greatly appreciate it if you could offer me the chance to do …………………….months of training at your university.

I am sincerely looking forward to your positive reply on this matter,

Yours faithfully,

ANLAŞMAMIZ BULUNMAYAN ÜNİVERSİTELERE..........

Dear Sir / Madam,

My name is …………I am a third year undergraduate student in the Faculty of Engineering, Department of Mechanical Engineering at Ondokuz Mayis University in Samsun, Turkey. ( [www.omu.edu.tr](http://www.omu.edu.tr) ) and l have been awarded a grant within the Erasmus+ KA 1: Learning Mobility of Individuals from my university for a Traineeship period of………………..months.

Our university does not have an existing Erasmus agreement, but l am very interested in doing a training period at your university in the area of…………

My preferred dates are………………………..

I have attached my curriculum vitae for your further information and l would greatly appreciate it if you could offer me the chance to do training at your university.

I am sincerely looking forward to your positive reply on this matter,

Yours faithfully,