

## İŞLETMELER İÇİN ÖRNEK MEKTUP

Dear Sir/Madam,

My name is .....I am a third year undergraduate student in the Faculty of Engineering, Department of ..... at Samsun University in Samsun, Turkey. I have been awarded a grant within the Erasmus+ KA 1: Learning Mobility of Individuals from my university for a Traineeship period for months.

As it is very important for me to have practical experience in the work field of my area of study I have found your enterprise to be of utmost value for me. I am certain that your enterprise will provide me the experience that I 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 I would greatly appreciate it if you could offer me the chance to do two months of training at your enterprise.

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

Yours faithfully,

## STAJ ÖĞRENCİSİ İSTEYEN İŞLETMELER İÇİN ÖRNEK MEKTUP

Dear Sir / Madam,

My name is .....I am a third year undergraduate student in the Faculty of Engineering, Department of ..... at Samsun University in Samsun, Turkey. I have been awarded a grant within the Erasmus+ KA 1: Learning Mobility of Individuals from my university for a Traineeship period for months.

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

The chance of doing a training period of two 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 I 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 I would greatly appreciate it if you could offer me the chance to do three months of training at your enterprise.

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

Yours faithfully,

## ANLAŞMASI BULUNAN ÜNİVERSİTELER İÇİN ÖRNEK MEKTUP

Dear Sir / Madam,

My name is .....I am a third year undergraduate student in the Faculty of Engineering, Department of ..... at Samsun University in Samsun, Turkey.

I have been awarded a grant within the Erasmus+ KA 1: Learning Mobility of Individuals from my university for a Traineeship period for months.

Our university has an existing Erasmus agreement in the area of.....for student training and within this framework I 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 I would greatly appreciate it if you could offer me the chance to do three months of training at your university.

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

Yours faithfully,

## ANLAŞMASI BULUNMAYAN ÜNİVERSİTELER İÇİN ÖRNEK MEKTUP

Dear Sir / Madam,

My name is .....I am a third year undergraduate student in the Faculty of Engineering, Department of ..... at Samsun University in Samsun, Turkey. I

have been awarded a grant within the Erasmus+ KA 1: Learning Mobility of Individuals from my university for a Traineeship period for months.

Our university does not have an existing Erasmus agreement, but I 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 I 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,

**BU KONUDA BÖLÜM KOORDİNATÖRLERİNDEN YARDIM ALABİLİRSİNİZ.**