

Αγαπητέ φοιτητή/φοιτήτρια,

Το παρακάτω κείμενο αποτελεί απλά και μόνο υπόδειγμα για τη συγγραφή και σύνθεση ενός **‘motivation letter’** που θα πρέπει να στείλει ο/η ενδιαφερόμενος/η φοιτητής/τρια 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+.

Από το Τμήμα Διεθνών Σχέσεων
Διεύθυνση Διεθνών & Δημοσίων Σχέσεων
Πανεπιστημίου Ιωαννίνων

[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 about the feasibility of carrying out a traineeship (placement/internship) at [company's or host organization's name and/or department/unit], sometime between early November 2025 to late July 2026, for a minimum of 2 and a maximum of 4 months. More specifically, I am interested in joining your team of trainees/interns through a work placement/traineeship/internship, 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 at the Department of [name of Department in UoI] ([URL](#) of department in UoI, if possible) of the University of Ioannina, in Greece. I would be particularly interested in working at 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]. Phrases you can use include:

I have earned my first BA degree from...

As a student of ... of the University of Ioannina I am now specializing in ...

I would be interested in gaining invaluable insight concerning...

I have worked in ...

I have followed educational programs in ...

Moreover, I have gained specialized knowledge...

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/work placement/internship period between 2 months and 4 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 University of Ioannina). Moreover, there is no need for accident insurance and health care because these will be covered by my European Health Insurance Card.

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 also the template of the *Learning Agreement for Traineeships (to be completed and signed only after I have been selected by my University to carry out the Traineeship period)* and will be glad to provide you with any reference letters, upon request. However, I would like to inform you that if I initially, receive a positive reply from you, I will need a *Letter of Acceptance*. The letter of acceptance should mention at least the following: name of trainee, period of traineeship, a brief outline of the programme (duties) of the trainee, working hours per week (min. 35 h.), and the main language of work. The original should be printed on your letterhead and then signed and stamped and a scanned copy should be e-mailed to me. I will then have to file an application to my International Relations Office, under our Call (which is currently open, until the 21st September), presenting your *Letter of Acceptance*.

Should you request more information specifically on this mobility scheme, please contact my International Relations Office (at atsefou@uoi.gr), otherwise contact me directly (at) to inform me about whether you feel I can be accepted at your organization for a traineeship period.

Thank you in advance for considering my application,

Yours sincerely,

[sender’s name, and if possible signature]

ENCL:

1. Candidate’s Curriculum Vitae
2. Template for the Learning Agreement for Traineeships