

Attachement 1

Letter of application -Example-

The following text is an example and is supposed to serve as a suggestion. Please adapt the content to your personal background and to your concern.

Please write the letter of application in your national language and possibly in the language of your country of destination, but at least in English.

Write the application without the logos of this pattern.

Letterhead of the candidate

(Name, Address, Telephone number, E-Mail-Address, Date)

Name and address of the host company ,(as far as already known)

Dear sir or madam,

I would like to spend some months of my apprenticeship abroad. Therefore I am applying for an internship. I am in the second year of my apprenticeship becoming a metalworker, field construction technology. I am doing my apprenticeship in the company *Mustermann* in *Musterhausen*. Over all the apprenticeship in this trade takes three and a half years. As a metalworker in (*Great Britain/Norway...please name your country*) we learn e. g. how to build metal and steel constructions and to assembly and test hydrodynamic, pneumatical and electronical construction parts. For your information please find enclosed a description of my trade in English and in (*if possible language of the destination country. Please look for information about your trade on the website (national website www.xxxx.com) and add them to your application*)).

Up to now I particularly could get experience in the field of producing filters and transportation plants, because this is the main area in the company where I do my apprenticeship. You find more information about our company on the website (*please add name of the website*).

I already have good knowledge in welding and in cutting and curving of metal. I also have assisted several times to the assembly and installation of the plants.

I would like to get to know the way of working in another country and to improve my language knowledge. On your website I have seen that you produce transport plants as well. I am very interested in getting to know the differences to our company. But also the fact that you produce systems that we don't deal with in our company, e. g. drying plants, is exciting for me.

In my leisure time I like to take photos and I play football. And I like travelling.



Education and Culture DG

Lifelong Learning Programme



I would like to spend about four months abroad, preferably from March 2010 on. But also a period beginning September 2010 would be possible.

I have learned *French/Spanish (please choose)* as a foreign language at school for three years and can speak and understand simple sentences.

Our company supports an internship abroad. Mr. *Mustermann* is in charge of my vocational education. Please feel free to contact him.

Tel. nr.

E-mail-Address

I hope that my application is interesting for you and that I will get the opportunity to do spend a period of my apprenticeship in your company.

Kind regards

Attachement

Europass CV

Description of the trade „metalworker“