Dear Sir / Madam,

I'm a second year student at the School of Health, Department of Health Management at Kırklareli University (KLU), Turkey. I would like to carry out my mandatory / voluntary traineeship at your hospital between 01.07.2016 and 15.09.2016 under Erasmus+ programme. The dates could be flexible, but not beyond September 30th. I can work within the subsections of hospital management department at your institution.

Since I have studied and learned well during my two-year degree, I believe I can usefully contribute to your institution with this internship opportunity as well as myself. I do not demand any financial benefits from your institution since I will cover all my expenses myself including insurances with the Erasmus+ grant I‘m planning to receive. If your answer is positive, I can start to prepare the official documents as soon as possible. Thank you for your interest in advance.

I’m looking forward to hearing from you.

Best Regards,

Mr. Demir DURAN

E-mail: demir.duran@gmail.com

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Dear Sir / Madam,

My name is Merve YENER and I am a bachelor degree student (3rd year) of Electrics and Electronics Engineering, Faculty of Engineering at Kırklareli University (KLU), Turkey.

Currently I’m looking for an Erasmus+ traineeship between the dates 05/07/2016 and 15/09/2016. The dates could be flexible, but not beyond September 30th. My key desired areas for internships are intelligent control systems, circuit design, machine2machine interfaces, and smart home systems. Since I have studied and learned well during my education, I believe I can contribute, cooperate and assist your institution / firm in these or close to these research areas. I’m planning to get Erasmus+ funding for this traineeship and I do not demand any financial benefits from your institution / firm since I will cover all my expenses myself including insurances.

The goal of this inquiry letter is to understand whether you are able to provide such traineeship and what are the possibilities to start working in your institution / firm from July 5th this summer. If there are any possibilities for traineeship – I would like to discuss it with you or other interested persons in more detailed way and provide other information about myself. If your answer is positive, I can start to prepare the official documents as soon as possible.

Many thanks for considering my request. I’m looking forward to hearing from you.

Yours faithfully,

Ms. Merve YENER

Email: merve.yener@gmail.com