Dear Sir/Madam,

I am contacting you in order to express my interest for a work placement/ traineeship at your organization/company (name of company/ organization) through the Erasmus+ traineeship program for the following months ( please refer to the months) Your company is one of the leading in the field of shipping and I would be honored to be given the opportunity to be part of your working team.

As stated in the attached CV, I am currently a graduate student at **Cyprus** **University of Technology** in Limassol Cyprus, with a degree in(Nameof your bachelor)

During my studies I have worked as a (please mention any relevant work experience you have had and the period spent and the name of the company)

Setting aside my academic qualifications, I have strong communication skills, I love working as part of a team, I am eager to work and lean as well as share my knowledge or experience within a given project. Finally, I consider having a traineeship at your company a privilege for my future career path and my personal growth.

I am available for a phone or skype interview, should it be required.

Kind Regards,

Name/ Surname