

Si prega di scrivere al computer e successivamente stampare e firmare

(the maximum length of the letter must not exceed one page)

Your name
Your address (street, cap/town, country)
Your e-mail address

date

Dear

(start with *Dear Sir/Madam* and conclude with *Yours faithfully*
or start with *Dear Mr* (name) and conclude with *Yours sincerely*

Introduce yourself

Do not start with "My name is....", this is obvious from the letter heading.

Make clear what you are applying for (for instance: I wish to apply for a traineeship within your and may be awarded an Erasmus+ training grant by the European Commission to finance this. I am going to graduate in (indicate name of course) at the Conservatory of Music.....

.....

Inform the prospective employer of your skill

Drawn the attention of the selector towards a couple of key subjects you have studied or experiences you have done to show you have the necessary qualities to undertake the duties of the position you desire to obtain. Convince the selector that you are enthusiastic and able to contribute to his organization in some way through explaining your skills and drawing attention to the area you have specialized in.

Have you already lived abroad? Erasmus?

How the Erasmus+ programme may benefit you

Explain how Erasmus+ programme may assist you through providing work experience to consolidate your studies. Say what work you are interested in doing during your traineeship.

Conclusion

State the dates you are available for any new project and thank them for considering your application.

Yours faithfully / sincerely (depending on whether you have used *Dear Sir/Madam* or *Dear Mr+name...*)

Signature