

Your Name
Your address (Street)
(Town / CAP)
(Country)
Your e-mail address

date [eg 23rd June 2001]

Dear , *[there are only two ways to start and conclude formal letters in English: **Dear Sirs**, / concluding with **Yours faithfully** or **Dear Mr (...name)** / concluding with **Yours sincerely**]*

Re: [a few words to summarize the letter eg. Training Placements]

Paragraph 1 - Introduce yourself

Do **not** start with "My name is..." (this is obvious from the letter heading!)
Make clear what you are applying for eg - I wish to apply for a placement within your company and may be awarded a Leonardo da Vinci training grant by the European Commission to finance this. I have recently graduated in / I am currently studying(indicate name of course)..... from / at the University of My degree class is expected to be / was(indicate final grade).....

Paragraph 2 - Inform the prospective employer of your skills

Draw the attention of the selector towards a couple of key subjects you have studied or extra courses you have followed to show you have the necessary qualities to undertake the duties of the position offered. Convince the selector that you are enthusiastic and are able to contribute to his company in some way through explaining your skills and drawing attention to the area you have specialized in.
Have you already lived abroad? Erasmus...?
Dissertation / Specialization...

Paragraph 3 - How the Leonardo programme may benefit you

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

Paragraph 4 - 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 Sirs or Dear Mr + name.....]*

signature (here!)

State your name here too. N.B.: Do not use the title Dott. or dr. which has a different meaning in English