

Guide: how to write an e-mail to ask about traineeships

New Message

From: [Your name]

Subject: Traineeship application

Dear Mr./Ms. [Last Name of the responsible person in the company/institution],

My name is [name] and I'm emailing you to ask about any traineeship opportunity at [name of the institution]. I'm currently studying [your field] at the University of Hradec Králové. I've always been passionate about your company's/institution's work on [interesting aspects of that place that you want to learn] and I truly believe I can contribute with my knowledge in [your skills] since I've already worked on [your background]. I'd appreciate any information you can provide to me on how to get involved with your company/institution.

Please let me know if you have any traineeships or other opportunities available. It is important to remark that I don't need any remuneration since I would already count on an Erasmus scholarship that would cover my expenses.

Attached to this e-mail, you can find my CV and resume.

I would like to thank you in advance for your time and consideration, and, if you are not the right person to receive this message, I kindly ask you to forward it to the responsible person.

Send

Kind regards,
[Your name]

Follow-up e-mail

New Message

From: [Your name]

Subject: Traineeship application

Dear Mr./Ms. [Last Name of the responsible person in the company/institution],

Thank you very much for the information.

I'm interested in [the offer you like the most]. Would it be possible to get an invitation letter when more advanced in the application process? This document should have specific information on the dates and activities that will be carried out during the traineeship.

Once again, thank you for your help.

Kind regards,
[Your name]

Send