Dear Doctor/Professor/Mr/Ms …….,

  I am writing to apply for a summer internship from June 2022 to September 2022 at your research group/university/company. I am a …first/second/third/fourth year at the Department of …………. at Gümüşhane University in Turkey. I am really impressed by your work. I have some academic/working experience that I gained during my studies at Gümüşhane University and I strongly believe that working with you will improve my skills and experience a lot. That would also be an invaluable opportunity to improve my English and experience living abroad. I have applied to Erasmus+ exchange program for Traineeships at my university. They will pay my travel and personal expenses during my stay. I would be grateful if you would consider my application and give me a chance to work within your research group/university/company.

I am attaching my CV for your consideration.

Looking forward to hearing from you.

Yours Sincerely,

Student Name & Surname