

23.03.2011

Germany

z.B.: (je nach empfangender Schule!)

Mosjøen videregaende skole

Geir Solli

Kirkegata 9

8656 Mosjøen

Norway

Application Training Placement - Leonardo da Vinci Mobility

Dear Mr Solli,

at first I will give you some information about myself. I'm 21 years old and live in a small village, called [REDACTED], in the north of Germany. The next big city to it is Bremen which is about 60 kilometres away.

I live there with my Mum, Dad and my older sister. My mum works as a shop assistant in a toy shop, my Dad as a construction foreman at a building firm and my sister is studying human medicine.



Our house



Our garden

In my free time I do different sport activities like playing football, jogging, a bit of cycling and work out at a gym. But I spend also much time with my friends. We go to the cinema, to parties at the weekend, go for different trips or just sit down and play video games and talk.

For example we have been to Flensburg two weeks ago. Furthermore I'm active in a little volunteer fire brigade in our village. Once a month all fire fighters get together and train there skills with little practises.

Now I would like to present my apprenticeship at [REDACTED] (Company name, Homepage) to you. [REDACTED] is a big company searching and producing oil and gas. They are represented in many countries of the world like Russia, Argentina and of course Germany. The also have a location in Norway, Stavanger.

During the first year I had have to visit the vocational school in Osnabrück, *Berufsbildende Schulen Osnabrück Brinkstraße* for two days, and work three days in the company per week. Since my second year, it is just one day at school and four working days. In August 2009 I have started my apprenticeship as a mechatronic fitter at [REDACTED],

about six kilometres away from my home. The training for my colleagues and me, who started the job together with me, began with a basic course of manual machining in the mechanic workshop. Contents were basic skills like filling, drilling, sawing, centre punching or scribing.



My Company



Nutcracker

At the end, we had to design our own project, a nutcracker. It looks like a pump which produces oil. After four months we had finished the course und changed into the electrical workshop. There we had to wire some control boxes for another location in Germany called Landau. In February 2010 I came to the electrical workshop at the natural gas storage facilities in [REDACTED] which is the biggest in west Europe.

My task there was to help the other workers during the maintenance of the different plant components or the checking of safety installations.

For example we had to check all electrical gadgets at the location, the fire alarm system or to resolve some electrical errors.

In August 2010 I have worked in the mechanical workshop in [REDACTED]. There were also some periodically checking's but just mechanical and pneumatic ones, e.g. safety shut-off valves from different pipes. Of course we had to repair some things when they were defect like an electric motor which made loud noises. We had to disassemble it and change the ball-bearings.

At the beginning of 2011 my colleagues and I went back to the apprenticeship workshop where we still are now. At the moment we are refreshing our skills in practice and theory of electro-technics and metal engineering because in April we



Company

will have our intermediate examination.

Our task is to build a little electro-pneumatic plant with one double-acting cylinder, some valves and a LOGO! as PLC. Further we have to write a test about all the things we have learn in the last one and a half years.

As addendum I have added a documentation of a project I had to prepare for school. It's a training for my final examination when I finish the apprenticeship.

This is my actual situation. I hope you got to know a bit of me, my company and the running of my apprenticeship.

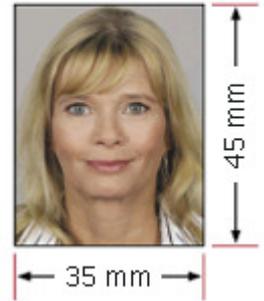
My motivations for the internship are the challenge to work in a foreign company, new experience in another country and to improve myself in speaking foreign languages like English. I think such a program is the right way to do.

Yours faithfully

Name

[REDACTED]

Musterfoto



Bitte unbedingt Passfoto einfügen!!!

Personal information

First name(s) / Surname(s) **Max Mustermann**
 Address(es) Mustermannstraße 12, D-49076 Musterhausen
 Telephone(s) 0049-541-YYYYYYY Mobile: 0049-160-ZZZZZZZ
 E-mail m.mustermann@osnanet.de
 Nationality German
 Date of birth 16.12.1991
 Gender male

Desired employment / Occupational field Training Placement - Leonardo da Vinci Mobility

Work experience

Dates 08/2008 - onwards
 Occupation or position held Electrician
 Main activities and responsibilities Apprentice
 Name and address of employer Mustermann GmbH, Mustermannstraße 23, 49076 Musterhausen
 Type of business or sector Electrician Maintenance

Education and training

Dates 08/2004 – 06/2008
 Title of qualification awarded *secondary education first stage (f. Haupt.- u. Realschule); upper secondary education (f. Gymnasium)*
 Name and type of organisation providing education and training Realschule Musterhausen, Musterghausenstraße 2, 2345 Musterhausen
 Level in national or international classification ISCED 2 (für Haupt- und Realschule); ISCED 3 (f. Gymnasium)

Personal skills and competences

Mother tongue(s)
Other language(s)
Self-assessment
European level ()*

German

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
B1	Independent user	B1	Independent user	B1	Independent user	B1	Independent user	B1	Independent user

English

(*) [Common European Framework of Reference for Languages](#)

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Level steht im Zeugnis!!!:

The grid consists of three broad levels as follows:

- Basic user (levels A1 and A2);
- Independent user (levels B1 and B2);
- Proficient user (levels C1 and C2)

Social skills and competences

Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)

Organisational skills and competences

Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)

Technical skills and competences

Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)

Computer skills and competences

Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)

Artistic skills and competences

Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)

Other skills and competences

Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)

Driving licence

State here whether you hold a driving licence and if so for which categories of vehicle. (Remove if not relevant, see instructions)

Additional information

Include here any other information that may be relevant, for example contact persons, references, etc. (Remove heading if not relevant, see instructions)

Annexes

List any items attached. (Remove heading if not relevant, see instructions)

Anmeldung Internationale(r) Auszubildender/ -de

Daten der entsendenden Schule	
Name der Schule	Berufsbildende Schulen Osnabrück-Brinkstraße
Adresse	Brinkstraße 17
PLZ	49082
Ort	Osnabrück
Land	Deutschland
Name EU-Beauftragter	Günter Willmann
E-mail EU-Beauftragter	willmann@bbs-os-brinkstr.de
Telefonnummer EU-Beauftragter	0049 541 98223602
Handynummer EU-Beauftragter	0049 1520 8956864

Daten der empfangenden Schule	
Name der Schule	ROC Friese Poort
Adresse	Harste 4-6
PLZ	8602 JX
Ort	Sneek
Land	Niederlande
Name Internationalisierungs-Beauftragter	Jan van der Weijde
E-mail Internationalisierungs-Beauftragter	JvdWeijde@rocfrieseport.nl
Telefonnummer Internationalisierungs-Beauftragter	0031627129956
Handynummer Internationalisierungs-Beauftragter	

Periode	
Datum Abreise	
Datum Rückreise	

Daten Auszubildende(r)	
Vorname	
Familiename	
Geschlecht	
Geburtsdatum	
Geburtsort	
Adresse	
PLZ	
Wohnort	
E-mail Adresse	
Bundesland	
Bankverbindung	
Behindert?	
Telefonnummer	
Handynummer	
Ausbildung	
Praktikumsziele	

Daten der Unterkunft	
Name Unterkunft	Watersportcentrum Hart van Friesland
Adresse	Eastwei 8
PLZ	8624 TG
Ort	Uitwellingerga

Telefon	0031 515 559444
E-mail Adresse	info@hartvanfriesland.nl
Webseite	http://www.hartvanfriesland.nl

Daten des eigenen Betriebs	
Name der Firma	
Adresse	
PLZ	
Ort	
Telefon	
Begleiter(in)	
E-mail	
Webseite	

Daten des Subventionsprogramms	
Europäisches Programm, z.B. Leonardo da Vinci, BAND	
Programmnummer	