

TEXTO PARA PERSONAL ADMINISTRATIVO

Dear Colleague,

I am hoping to be accepted to carry out Erasmus Staff Training at your University.

I work in the University of Huelva in the Department of **Human Resources/Accounting/ Student Services**. My responsibilities include: **ponga sus responsabilidades en la UHU**

Ideally, I would like to visit your institution at either of the following times of year:

Ponga dos posibles fechas para su estancia.

However, if neither of these dates is suitable, I can try to come at dates more convenient for you.

If you find that my proposal can be accepted, I suggest any of the following as possible activities:

Meetings with counterparts

Job shadowing Meetings with administration staff involved in Erasmus Programme Presentation of the University of Huelva to your students

Individual meetings with your students who might be interested in coming to Huelva on Exchange

Meeting with Huelva students on exchange at your university (I would organize this myself)

Any other activity you feel appropriate.

I understand how busy you and your colleagues are, and would try not to upset your schedule too much. If you are not going to be able to accept my proposal, please let me know.

Kind regards, **XXX**