

A.F.P.D.M.

Rosário Pires

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Dear Sir, Madame,

We are an Organization (**Associação para a Formação Profissional e Desenvolvimento de Montijo**) situated in the city of Montijo in Portugal. This city is medium city situated near of Lisbon. Our organization belongs to the Vocational School of Montijo.

Within our vocational training activity, we usually host students and neo-graduates who wish to participate in a training program (internship) to gain practical experience in their training field increasing greatly their career opportunities in the workplace.

Our team is currently made of different professionals who operate in the different company's departments providing suitable work placements in many areas.

As intermediate/host organization we are in charge of:

- Find the host organizations (enterprises, companies, associations, etc.) where performing the internships;
- Find the accommodations for the trainees;
- Provide linguistic preparation (Portuguese language courses);
- Provide for administration, monitoring, tutoring and certification (Europass);
- We have a straight cooperation with some canteens in the city and we can provide meals there (lunch);
- We provide cards for the public transports of the city where you will do the work placement;
- We provide also the transfers airport-city-airport;
- We give the contact of a person who will be available 24 hours per day in case of any emergence.

If you are interested to send trainees to Portugal we can help you and be your partner.

Montijo, 17th December 2008

Looking forward you,

Rosário Pires