

First und surname

APPLICATION

Full address

Telephone/mobile phone

Date

Name and job title of the recipient

Name of the company

Full address

Reference (for instance newspaper advertisement or phone call, date)

Headline of the letter (for instance the name of the open vacancy / post)

Opening paragraph aims to

Arouse the interest of the reader.

Clarify your interests towards the position and company?

Tell what kind of strengths do you have regarding the job you are applying for?

Body paragraph: (Do not exceed four paragraphs and the length of 1 page)

Argue why you should be invite for a job interview.

Write the covering letter from employers' point of view.

Reflect what kind of information the employer would like to know about you regarding the job opportunity he/she is offering

Let your motivation and enthusiasm to be seen and heard.

Please state your know-how you have and give examples of it. What kind of skills and strengths do you have for the opportunity you are applying for? Use a positive and describing style.

Use action verbs such as established, managed, executed, organized ...

Avoid phrases and long list of adjectives, tell what did you learn and how.

Be concise and focus on the relevant issues.

Avoid excessive repetition between your CV and covering letter.

Closing paragraph expresses

Your desire for a personal interview.

Your salary expectation (only on request!)

A polite / good way to end the letter is also to point out, that if you wouldn't be this time the person they were looking for, you would be glad to be taken into consideration in their future recruitments.

(In case of a speculative application: tell when you are going to contact them)

Check the linguistic form and spelling !!.

Close in a friendly and personal way.

Complimentary close

Signature

Clarification of the name

Enclosure(s): CV