

My name (first name and last name)

date

My street address

Postcode and city

(Ms) (Mr) contact person

Company name

Street address

Postcode and city

Your job opening for ... (here I specify the job I am applying for)

or: Unsolicited application for....

(2 blank lines)

Dear Ms/Dear Mr ... (here I fill in the last name of the person to whom I am writing)

(1 blank line)

1. **Introduction:** the reason I am writing you:

- Where did I find the job offer?
- For which job am I applying?

(1 blank line)

2. **Middle:** I write why I feel that I am the right candidate for the job – briefly and to the point:

- Why am I applying for the job?
- A few of my qualities and skills that closely match the job description.
(tip: you can use your CV for inspiration)

(1 blank

line)

3. **Conclusion:**

- I would like to close by requesting an interview so that I might personally introduce myself.

(1 blank

line)

The close (example: Yours faithfully)

(about 5 blank

lines)

(Signature)

My name (first name and last name)

(2 blank lines)

Enclosure: CV