

Structure application letter

Company's name Attn. Ms/mr A.B. Mountain (Head of HRM) Address	and/or	Your name Address postal code + residence
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Subject: Vacancy number or the name of the job you apply to

Place, date of today

Dear mr/ms Mountain*, or Dear sir/madam**,

Introduction
- mention the job you apply for
- refer to the phone call and the person you spoke to (if applicable)

Motivation
- for the job
- for the company/organization

"Sales" pitch
Explain why you are the right person for the job:
- education/courses/subjects/bachelor-master thesis/(study)projects/knowledge
- work experience or history/board student association/voluntary work/committees
- personal characteristics/skills

Closing
- refer to the cv you attach
- thank the person for time and consideration
- aim for an interview

*Yours sincerely or **Yours faithfully,

Signature

Your name
Or here:
(your address)
(Postal code + (place of) residence)

Attachment: Curriculum Vitae