

NAME
SURNAME

address, email, phone

Company name
Department
Contact person
Street, house number
Postal code City

City, current date

Application for job title, reference number

Dear title name surname,

INTRODUCTION Explain your specific motivation for the application. Why do you want this particular job? Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes.

MAIN PART 1 Show the link between your academic and practical background and the desired position. What qualifies you for this job? Which hard skills do you have that are relevant for the role? Where will you apply these hard skills in the position? Refer to the tasks you will take on/wish to take on. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium. Integer tincidunt. Cras dapibus. Vivamus elementum semper nisi. Aenean vulputate eleifend.

MAIN PART 2 What do you bring to the role beyond your professional expertise? Focus on selected soft skills that are particularly relevant for the position and relate them directly to the role. Aliquam lorem ante, dapibus in, viverra quis, feugiat a, tellus. Phasellus viverra nulla ut metus varius laoreet. Quisque rutrum. Aenean imperdiet. Etiam ultricies nisi vel augue. Curabitur ullamcorper ultricies nisi. Nameget dui. Etiam rhoncus.

CLOSING PART Formulate a concluding, meaningful sentence about your motivation with reference to the employer. State your availability, your earliest possible starting date and, if required in the job posting, also your salary expectations. Say that you look forward to being invited to a job interview. Nam quam nunc, blandit vel, luctus pulvinar, hendrerit id, lorem. Maecenas nec odio et ante tincidunt tempus.

Kind regards,

Your digitized original signature
Kim Musterperson