

The purpose of the cover letter is to kindly introduce yourself to the recruiter and state why you are the right person for the job.

1. Chapter: write here why are you applying for this particular position and why are you interested in working here in this specific organization. You may introduce yourself here, but the focus should remain on the reasons for applying for this position.
2. Chapter: write here about your skills and how viable of a fit you are for this position. Make sure to emphasize your strengths concerning the position, your education, previous experience etc. **What added value do you bring for the employer?**
3. Chapter: write here about yourself, what are you like as a person and as an employee. Use examples if possible; For example, you could write from the perspective of the employer: “At my previous positions, I’ve received praise from…”.
4. Chapter: Provide additional information, emphasize your willingness to come in for an in-person interview etc. Also remember to provide your salary wish in the application if asked for in the job advertisement.

*Best regards*

*First name Surname*

COVER LETTER

Recruiter’s Name

Company

Date

Application

Address:

Phone:

Email:

Linkedin:

CONTACT