Sample cover letter

Your name
Street address
Postal address
Phone number / mobile
Email@address

Date

(Photo)

Title and name of the receiver
Name of company / institution
Street address
Postal address

1st paragraph
How did you find out about the job?
Why are you interested in working for this particular employer?
Why are you interested in this particular job opening?
What is your motivation for applying for this job?

2nd paragraph
What are your qualifications for this job?
Have you done something similar in the past?
Describe your expertise related to this line of work whether it is work experience, theoretical knowledge, volunteer work experience or something you have learned in your leisure time activities.

3rd paragraph
What are you like as a person?
Do not only list adjectives but illustrate them with examples.
What is your work style?
If you have outstanding computer or language skills, remember to mention them here.
Do you perform best when working independently or in a group?
If your former colleagues have given you positive feedback, use it here.

4th paragraph
What happens next? Will you contact them or will you wait for an invitation to an interview?
State your salaries wish if asked to do so.
What is the best way to reach you?
When would you be able to start?

Sincerely yours, (English)
Ystävällisin terveisin (Finnish)

Signature
Your name typewritten

Enclosure(Attach your CV)