

(format application letter)

Your name

Address

Postal code and city

Telephone number

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Name Company/Organization

Attn: name contact

Post number (when not mentioned: address)

Postal code and city

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City, date

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Subject: subject of the letter (when mentioned: reference number)

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Dear mr Smit (write your letter to a real person)

(otherwise: Dear sir or madam ,)

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Introduction: Where did you find the vacancy? Did you already speak to someone from the organization, you could mention it in this paragraph. Why are you applying for this vacancy? Be brief!

Motivation for organization/position: Mention why you especially want to work for this company and not for another company. Why are you applying for this position? What are appealing aspects?

Your qualifications/relevant qualities: Why should the organization hire you? What will you add to the organization? For example, you could mention your knowledge related to your studies, relevant (work)experience, relevant personal characteristics, etc. Give brief examples.

Concluding sentence: in this paragraph you'll indicate the next action. For example "Naturally, I am willing to provide more information about my application, preferably in a personal interview".

Yours sincerely,

Signature

Your name

Enc: curriculum vitae

When requested: published articles