

Letter of application

[name]
[address]
[phone number]
[e-mail address]
[link to LinkedIn / Xing]

[company]
[name of contact person if known]
[address]

[job title]

[date]

[address],

[introduction]

- Motivation / reference to the company
- Why am I applying exactly for this job? How did I find this job?
- Purpose of the introduction / first sentence: make the company curious about yourself

[main part]

- qualifications: experience and personal success → why am I suitable for this job? Especially keep in mind the job description and the required skills etc. and relate it to your own skills and experience
- Soft Skills: strengths and capabilities
- When mentioning soft skills, prove the skills by your experience: excellent communication skills because worked in customer service. Determined character, because learned a foreign language in only two years to a high level
- What can I offer the company?
- *When applying for an internship:* What would I like to learn / improve during the internship? Which areas would I like to get to know in this company?

[conclusion]

- Short summary, why am I suitable?
- concluding sentence with positive expectations

Kind regards,

[signature]

[name]

Max. 1 DIN-A4 page