

Your name
Address
Phone number
E-mail

APPLICATION
Date

Name and title of recipient
Name of company

TITLE:

APPLIED POSITION (title or possible application code)

or

OPEN APPLICATION

FIRST PARAGRAPH:

Begin by **briefly introducing yourself from a professional perspective and telling, why the open position and employer interest you**: what is your motivation to apply for this position. Key words are your education and experience that suit this position.

SECOND PARAGRAPH: YOUR COMPETENCE

Study the job advertisement carefully to find out the **position's requirements**. **Describe clearly and compactly your relevant competence**. **Reflect on how your competences match the position's criteria**. Describe what **you have done and learnt from your experience** (work, studies, positions of trust, hobbies). Avoid worn-out phrases. You don't have to repeat the exactly same details that are written down in your CV – the documents support each other.

THIRD PARAGRAPH: YOU AS AN EMPLOYEE

Go on by describing also **your personality and the way you work**. Emphasize the **qualifications the employer is seeking**. Again, use examples: how, for instance, you have shown team spirit or innovative thinking in the past. You can also elaborate on why you would like to work in this specific position and for the employer in question. Remember that the purpose of your application is to **market you as an expert, whose skills and experience the employer will have use of!**

LAST PARAGRAPH:

State your current situation and when you would be able to start working. If you are applying for internship or for some other reason a fixed-term employment, state also for how long you would be able to work.

FINALLY:

Mention that you are willing to give **additional information on request** and that you eagerly wait for the employer to contact you. When sending an open application, tell them that you yourself will be in touch within a week. An open application puts the ball in your court – be active! **Give a salary request only when specifically asked for.**

End salutation – preferably a notch too official than too friendly. Don't forget your signature!

Attachments: CV (transcripts of study records, possible copies of diplomas etc. only upon request)