

First and last names
Street
00000 Town
Tel. (00) 000 0000
E-mail address

Application

Date

Recipient's title and name
Company name
Street
00000 Town

Reference (for example, newspaper advertisement or telephone conversation and date, can also be omitted)

Main heading (for example, title of the job/post to be applied for or other heading that describes the job)

Opening. The purpose of this paragraph is to catch the employer's attention. Name the job you are applying for and your reasons for applying, and explain why you would be a suitable candidate. Concisely describe your competence needed for the job and perhaps your education/training to allow the employer to see at a glance that you meet the requirements. Do not make this paragraph too long.

Competence. Your more specific competence for the job you are applying for (1-2 items). Find the key criteria in the job advertisement and describe your competence in sufficiently concrete terms, specifically in relation to the job you are applying for. You can combine competence areas acquired in different jobs. You can mention the names of your most recent or most important employer(s). However, avoid repeating your CV word by word.

If the necessary information does not fit in a single paragraph or, for example, you would like to describe your competence acquired through education and training separately, put it in a second paragraph.

Skills and character. Here you can describe your skills, strengths and characteristics that will help you to be successful in the job: what you are like as a person and a colleague, or what kind of feedback you have received from your previous employers or colleagues. If necessary, also describe your language proficiency or your IT skills and other strengths.

Conclusion You can further stress your interest in and strengths relevant to the job, if you did not do so in your introductory paragraph. Give your salary request if instructed to do so. If you wish, you can give your salary request and add that you are willing to negotiate on the salary, for example in terms of how challenging the tasks are. Finally, express your interest in a personal meeting.

Closing salutation

Signature

Name in block capitals (not necessary unless specifically requested)

Attachment CV