

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

Open application

Date

Recipient's title and name
Company name
Street
00000 Town

Reference (e.g. a telephone conversation or other contact)

Heading (for example, a heading that describes your competence or the job you are applying for)

Opening. Describe your key competence at a general level and explain what kind of tasks you are interested in. Help the employer by listing relatively concrete tasks and market your skills relevant to them. If you are also interested in other suitable tasks, mention it here. Explain why this particular company interests you as an employer – at least if you do have a clear reason. Concisely describe your competence and maybe your education/training required for the job. Do not make this paragraph too long. Pay particular attention to this introductory paragraph to draw the employer in and to persuade them to read more.

Competence. Describe your work experience or competence that you have obtained elsewhere for the tasks you are applying for in detail. Set out your competence in an interesting and sufficiently concrete terms. You can combine competence areas acquired in different jobs. If necessary, you can also give the names of your most important employers and job descriptions. However, avoid repeating the information in 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 in a second paragraph.

Skills and character. Here you can describe your skills, strengths and characteristics that will help you to be successful in this 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, you can describe your language proficiency, IT skills and team work skills. As far as possible, justify your skills.

Conclusion. You can once more stress your interest in and strengths related to the job you are applying for. Express your interest in a personal meeting.

Closing salutation

Signature

Name in block capitals (not necessary unless specifically requested)

Attachment CV