

Writing a Cover letter / Application letter

Remember: no attachments!

- I am writing to thank you for your advertisement in the ... for the vacancy of ...
- I would like to apply for the position of ... as advertised in the "..."
- As you will see from my enclosed Curriculum Vitae, I graduated from ... Technical College of ... where I have had a successful year working as a ...
- I previously held a full time job / part time job at ...
- Due to my keen interest in ... I am now seeking a position in it ...
- I am seeking a position involving contacts as an international environment.
- I believe my skills and experience match your requirements closely.
- I have extensive experience in ...
- My varied work experience has developed and consolidated my excellent communication in German and English.
- I am very logical/creative/... when it comes to ...
- You will see from the enclosed Curriculum Vitae that I am fluent in several European languages and that I possess a good knowledge of a variety of computer packages.
- I would like to consider any other relevant position/positions you ...

Should you require any further details, I should be glad to discuss my suitability for the position, please do not hesitate to contact me.

Furthermore, I would like to thank you that I am available immediately.

Thank you very much for reading my CV and for your most helpful reply.

Yours sincerely/Very truly yours