

Writing a Cover letter /Application letter

Minimum requirements:

- I am writing to advise you of my interest in the _____ in 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 which _____ 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 in an international environment.
- I believe the skills and experience match your requirements closely.
- I have extensive experience in _____
- My varied work experience has developed and consolidated my excellent communication in professional public and private.
- I am an energetic/charismatic/able person I have worked in all the industries you may require.
- 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 have

Should you require any further details I should you wish to discuss the vacancy 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 your time and I am very much obliged.

Yours sincerely/very truly yours