

company name
department
person in charge
street address
postcode city
country (when abroad)

Name Surname

Street address
postcode city, country [optional]
@mail address
+49 (0) 12345678987

2,5cm

2cm

[right-adjusted] city, date

Application as [job title with reference number, if applicable]

Dear [name of person in charge],

INTRODUCTION Why are you exactly the right applicant? State your qualifications and professional experience right at the start.

e.g. "After more than x years of experience as a training manager at a medium-sized automotive supplier company, I am aiming for a job with a broader spectrum."

"I already have experience in project management for the [job title] position."

"Analytical thinking and the development of solutions for technical challenges are skills that I have been able to use and constantly expand in my previous work as "XY". I can now bring these skills to your company."

MAIN PART 1 Which required qualifications (hard skills) do you have? It is about the comparison of needed and own qualifications and skills. Each required qualification should be linked to one's own experience and qualifications.

e.g. "I have in-depth knowledge of web design, HTML, CSS and, as a project manager, I support the construction of customer websites."

"I have been in charge of the department x since May 2018..."

MAIN PART 2 In addition to your professional qualifications, what character traits and soft skills do you bring with you? Link the mentioned soft skills with your characteristics. Name situations in which your soft skills were helpful.

e.g. "As a project manager, I was able to maintain an overview even in challenging situations thanks to my structured, forward-looking work and I was able to adapt flexibly to change requests from customers."

"My strengths include empathy and understanding for others. That's why I quickly became the point of contact for my current colleagues when there were problems or conflicts with others."

Welcome Center Jena

Teichgraben 5, 07743 Jena
(+49) 3641- 87 300 43

2,5cm

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FINAL PART If requested in the job advertisement, enter the salary expectations and your earliest possible starting date here. Friendly conclusion of the letter and reference to a personal conversation.
e.g. "As of [date], I will be available to [company name]."

"I look forward to being invited to an interview. I would like to convince you of my skills and my motivation for the job as XY in a personal conversation."

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Yours sincerely,

name surname

Name Surname

DRAFT

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