

Your Name and contact dates

Name and contact details

of the recipient

date

subject line/position you apply for

Dear Mr / Ms xy,

In the first paragraph, you should give answers to the following two questions: Why should the company choose you? Tell about your **Unique Selling Proposition(s)**! Why do you really want to work for this company and in this position? Here you can distinguish yourself from the rest of the candidates.

In the second paragraph, you should give the following information: Your work experience (where, when, how long, focus/activities). What skills did you learn from this experience? Since you do not yet have any non-university professional experience, please write here what you are currently studying and what you have already studied - with what focus and possibly results.

In the third paragraph, mention what you are currently studying and/or what you have already studied - with what focus and possibly results and the competencies you have acquired. (In case you haven't already done it in the second paragraph.)

In the fourth paragraph, list your most important hard and soft skills that are important for the position you are applying for. Alternative: You can also divide the hard and soft skills into paragraphs two and three (which ones did you acquire in your studies and which ones in your work?).

[Finally, you may need to mention when you can start the job and what kind of annual salary you are looking for. Be sure to include both when asked in the job description.]

Greeting formula

Your full name (Signature)