

Your name
Your contact information

APPLICATION
date

Name of contact person
Contact information of company

TITLE OF POSITION APPLIED FOR

Tell **who you are** and describe your educational/professional background. State what position you are applying for and how you received information of the opening. **Motivate** the reader to read through the whole of your application.

Write your application with the specific employer in mind. He/she wants to know what you have to offer especially for him/her! Your competence should stand out with just one glance of the application letter. Concentrate on things that are **relevant for the position** (or at least the company, if you are sending an open application). Describe your **professional competence** and your **responsibilities and accomplishments** in previous jobs. State your **motive** for applying for this particular position and company (the reader won't be satisfied with you just happening to need a job).

Describe your **personal strengths**. Tell of your current work situation and when you would be able to start (term of notice). If you are applying for internship or a fixed-term employment for other reasons, state how long you would be able to work.

In conclusion give reason to **why you should be hired** to do this particular job. Give a realistic salary request if one has been asked for (see tek.www.fi for reference). Say that you will be glad to present yourself in an interview. If you are sending an open application, say when you will be contacting the company - and do it!

Yours sincerely/Yours faithfully,

Signature

Clarification of signature

Enclosures: CV/resume (transcript of completed courses, copies of diplomas and other possible enclosures only if requested)