

TOP TIPS:

APPLICATION LETTER

TEXT: TEK CAREER SERVICES

1

START BY READING the job ad carefully. Answer to what is wanted in the ad.

2

REVIEW INFORMATION ON the employer. Websites are a great source of information.

3

BE CLEAR ABOUT what position you are applying for.

4

CUSTOMISE YOUR LETTER for the position you are applying for.

5

YOUR LETTER DOES not need to be long. Three or four paragraphs is quite enough, not longer than one page.

6

REMEMBER TO GIVE your contact information even if it is listed on your CV.

7

START THE APPLICATION letter by expressing your motivation: Why are you interested in the company or organisation? What was it about the position that made you want to apply for it? Ensure the employer you are motivated to work in the position.

8

INTRODUCE YOURSELF IN the next paragraph. Outline shortly your relevant qualifications and experience. You should not repeat the same information you have written in your CV. Explain why you are the person who can do the job: what are the skills. How would the fact that you're an international talent be an asset for the employer? In what way are you unique?

9

GIVE INFORMATION ABOUT your personality and your work style. If possible, use real life examples: something that your supervisor, clients or colleagues have said about you.

10

YOU CAN MENTION that you have references and express your willingness to supply more information. It may be useful to mention when you'd be able to start working and until when you will be available to work.

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IN FINLAND, APPLICATION letters are not very formal. You can close the letter by "Best regards".

12

CONVERT THE APPLICATION to PDF. Name the file using your name e.g. application.monet.basile.pdf

13

IN CV DATABASES under the field titled "Summary" you can use the same content you would write for your application.

EXAMPLE 2:

APPLICATION LETTER

Application

Trainee position, ReNew Company

I am looking for a trainee position in your company and Smart Energy Program is my first choice. ReNew Company has been successfully developing technologies which are changing the industry on many fronts. During the Virtual Career Fair in December 2021, I met your company representative Ms. Merituuli Adolfsen, and she encouraged me to send an application to you.

Currently, I am a fourth year Environmental Technology and Energy Systems student. During my traineeship, I would like to apply my knowledge on energy systems engineering and sustainable development, that I have acquired during my studies and when working on my Bachelor's Thesis. A project on smart grids would be a particularly interesting area of study. The success of the award-winning, energy efficient iSmart products have been something I have followed with eagerness over the past few years.

My study projects at LUT University and my internship period in Costa Rica have proved I can work effectively in international teams and working environments. I am fluent in my native language French. Additionally, I have good knowledge of Spanish and speak conversational Finnish. I have played football for over 8 years which has helped me to build my people skills. On my own time, hiking is a hobby that helps me to relax and hiking trips abroad have also improved my language skills and cultural understanding.

I would be happy to relocate in Finland and I will be available to start work by the end of May 2022.

I look forward to an opportunity to discuss with you personally on the possibility of a traineeship in your company. I will contact you again next week.

Best regards,
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