

If the text is added to an application template on the website, no heading is needed.

Name of the vacant position

Start by describing your motivation. Why are you applying for this job and this organisation specifically? Try to identify an inspiring angle based on the role, the organisation's business sector, its mission or its culture, for example. Or perhaps you would relish the opportunity to use the specific expertise you possess. You should always emphasise your motivation, a thirst for development and enthusiasm, especially at the beginning of your career when you have not yet gained much work experience.

In a couple of paragraphs, describe your expertise as it relates to the specific role: how could you use your skills and experience in the position you are applying for? Why would you be suitable for the role? What added value would you bring to the organisation? Customise your text so it responds to the skills required in the job posting – it is better not to list every single skill or experience you have gained. Choose the most relevant ones for the task, summarise, and explain with examples. Do not simply repeat your CV – for example, listing technical skills per se is rarely a benefit. It is important to bring things together into a larger whole.

Are you looking for an entirely new type of role in which you have not yet gained any direct experience? Think about what transferable skills you have. What have you done before that would help you get to grips with the new job?

Describe your approach to work, your strengths in relation to the position, or how you fit into the organisation's work culture. You could use feedback you have received to support your argument, for example. Highlight characteristics that you possess and that are emphasised in the job posting.

If the job posting asks for a salary request, make sure you state one.

Finish by saying you are interested in meeting and would be happy to tell more about yourself.

Yours sincerely,

Firstname Lastname

No other contact details are required in the application letter, provided they are included in your CV.

As a member of TEK, you can get help from the Salary Surveyor, salary statistics, and salary advice: www.tek.fi/salary

At the end of your application, mention the attachments, such as your CV.