

Full Name
Telephone number
E-mail address

City, date

Full Name of a receiver/a company
Position/Department
Address of a company

Dear Mr. ..(name).., / Dear Ms. ..(name)..,
Dear Sir, / Dear Madam,
Dear Sir/Madam,

1. Introduction:

- Responding to the advertisement mention the source of a job offer, position or a department, and reference number
- Express your interest in the job offer and willingness to work in a particular company

2. Main body:

This content is the essence of a covering letter which is expansion of the information included in a CV and its complementation with additional skills, personal characteristics and professional predispositions which may be useful in this particular position

- **Most important – a response to the requirements included in the job offer**
- Explain the level of your competences/skills – when and how you use the required competence/skill
- Give examples justifying your competences – covering letter seems more credible then
- Describe how your knowledge, skills, competences, and predispositions can be used in a company you file your application to
- Be brief and concise, do not include too many details
- Emphasize your advantages, focus on personal characteristics which may be useful in this job
- Explain any doubts that could appear while analyzing your CV

3. Summary

- Short conclusion
- Express readiness for introducing yourself as a candidate during an interview

Yours sincerely,/Yours faithfully,
Full Name