Structure of an application letter

Company name
Ms/mr A.B. Mountain (head Human Resources)
Address
Postalcode + (place of) residence

(Your name )
(address)
(Postalcode + (place of) residence)

Subject: Vacancy number or the name of the job you apply to

Place, date of today

Dear mr/ms Mountain, or
Dear sir/madam,

Introduction
- mention the job you apply for
- date and source of the vacancy
- refer to the phone call and the person you spoke to

Motivation
- for the job
- for the company/organization

To sell your self
Prove you’re the right person for the job:
- education/courses/subjects/bachelor-master thesis/(study)projects/knowledge
- work experience or history/board student association/voluntary work/committees
- personal characteristics/skills

Closing
- refer to the cv you attach
- thank the person for time and consideration
- aim for an interview

Yours sincerely or Yours faithfully,

Signature

Your name
Or here: (your address)
(Postalcode + (place of) residence)

Attachment: Curriculum Vitae (2 pages)