

# COVER LETTER

Personal data: **Name**

Address:

City:

Phone Number:

Email:

Employer's data: **Contact Name:**

**Title:**

**Company**

**Name:**

**Address:**

**City:**

## Introduction

*\*Your letter should be addressed to a particular person, using her/his name. State why are you writing and the position you are applying for. Indicate where you found the job offer and show interest in the position. Describe in a few words who you are.*

## Argumentative section

*\*Why are you interested in the position and the organization? Why do you consider yourself as a suitable candidate? What relevant education, qualifications, experiences and hard-soft skills do you have? Where have you got these skills? How and where have you used them so far? What could you contribute to the development of the organization? Try to sell yourself!*

## Closing paragraph

*\*Demonstrate your motivation in the position and the organization once again. Remind strongly why you are the right person for the job. Show your availability for an interview at any time. Provide additional information (personal website, portfolio, blog, etc). Thank the person for reading your letter and indicate that you are looking forward to hearing from him/her. Sign your name.*