

first name last name

telephone number | e-mail address

hiring manager / contact person

department

institution

address

date

Application as [Position XYZ, including reference number if available]

Dear [hiring manager / contact person],

| |
|--|
| <p style="text-align: center;">Introduction</p> <p>Should capture attention and give a first impression of who you are. A strong opening can be based on your values, motivations, or key achievements. Avoid standard phrases such as “I would like to apply for the role of ...”.</p> |
| <p style="text-align: center;">Brief background (professional / academic / personal)</p> <p>Provide a brief overview; <u>do not repeat your CV</u>. Focus on aspects that are relevant to the position. Connect relevant experience across positions.</p> |
| <p style="text-align: center;">Application to the job posting</p> <p>Address the specific requirements and responsibilities outlined in the job description and connect them to your own experience. Incorporate key words from the posting where appropriate.</p> |
| <p style="text-align: center;">Connection to the employer</p> <p>Explain why this particular employer appeals to you and/or is a good fit for you. Therefore, highlight what appeals to you (e.g. values, corporate culture, projects, recent developments, benefits (in moderation!) and similar topics). You can find information on the employer’s website (‘About Us’, ‘News’, etc.).</p> |
| <p style="text-align: center;">Conclusion</p> <p>Express your interest in a personal interview or further discussion. You may also include practical details such as your notice period or salary expectations, and request discretion regarding your current employer where applicable.</p> |

Yours sincerely,

[first name last name]