

[First name + name]

[Street name + house number]

[Postal code + City]

[Contact Person (or Company)]

[Contact Function + Company]

[Postal Code + City]

[City, Date (June 22, 2020)]

Subject: Apply for HR management function at Applicationformexample.com

Dear Sir / Madam [Name],

Via the website of [company] I came into contact with your company. The activities, previously done projects and the establishment of [company] intrigue me. This was therefore the driving force of applying for this vacancy. I completed my studies in June 2010 and within the framework of this program I completed a three-month internship in [internship company]. I have a passion for cover letters and like to motivate. From reactions from my internship coach and fellow colleagues, I realized that my motivation is a plus.

During my study, we were given the opportunity to collaborate with Coca-Cola and this for drafting a cover letter project. It was a great experience to work in a team, to write each step consciously and to be proud of our own cover letter Wiki.

I am currently [writer] at [current company] where I write application letters in the business world. In this job I developed my communicative skills and I train on helping with job interviews. I am a motivated and jovial person and always available for this new challenge.

For more detailed information about myself, I would like to refer to my resume. I am also pleased to explain my motivation during a job interview.

Sincerely,

[First name + name]