

[Employers name]  
[Employers address]

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Ref: [Job title of the vacancy you are applying for or its reference if stated]

Dear Mr / Ms [Last name of the contact person stated in the ad, if any]

I am writing this letter to apply for the [Post name] at [Name of the Organization]. I saw an open call for the applications on [Name the website, or Newspapers]

I am very familiar with the work of [Name of the Organization], since I was [using its products, or had cooperated, or followed its work] since [timeframe]. Moreover, I was very pleased to find out about this employment possibility, since I perceive your Organization as one of the leading companies/organizations in [state the field].

I believe that my strong educational background and extensive experience in the [field], make an appropriate candidate for the advertised position. As you can see in the enclosed resume, I have been working as a [Position] with the [Company] for [X] years. Since, my responsibilities and duties were quite similar to those required in the ad of your organization, I strongly believe I can perform well all the delegated duties and tasks. As I greatest success on this position I would like to point out that I have [explain briefly].

On the previous posts I have been always receiving excellent feedback from my employers, which proves my strong commitment to perform my responsibilities in professional and effective manner. I like to work in a team, but I am also comfortable working on my own. Furthermore I am [list the skills required by the Call, for example: good communicator, accurate, goal oriented, etc.] Thanks to my wide experience in [state the field, or particular position].

I perceive this employment opportunity as a significant advancement in my career, since [Company/organization] is the leading company in the field. I believe that work in [Company/organization] can be a good environment to show off my full potential and utilize my skills and knowledge. In that line I am looking forward to your call for an interview.

As requested I am enclosing my resume, where you can find details information on my experience and skills. References are available on request, or you can contact the reference persons listed below on your own. If you need additional information or documents, feel free to call me on [Phone Nr.] or send me an e-mail on: [e-mail address].

Yours faithfully,

Your signature  
[Your name:]