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| --- |
| Email |
| Cell Number |
| Your City |
| LinkedIn URL |

*Date*

Position/ Third Year Finance Student/ Engineer

Name & Surname

Dear Sir/Madam

Structure:

* A cover letter is a letter is should be written in letter format.
* Your cover letter should not be longer than one page.
* Your cover letter should have 3 to 7 short paragraphs that are precise and about relevant information for the position you are applying for.

Writing Tips:

* It's important to realise that people hire people. So, it is important to use simple language to get your message across and avoid repeating yourself.
* Write about what makes you unique.
* Make sure you explain why you are applying.
* Give concrete examples of what you have done and why it is relevant.
* Demonstrate how well you have researched the position and the place when explaining your motivation.
* Show, don't tell. Avoid saying things like "I am a good leader". Rather say "I led a project/ team ... It was successful".
* End on a note of enthusiasm and anticipation and a call to action; "I am looking forward to discussing the opportunity to join your organisation".
* End with "Sincerely".
* Always send your cover letter as a PDF document.

I am looking forward to discussing the opportunity to join your organisation.

Sincerely,

Name & Surname