Your name Date

Phone number

Your email

Your address

Subject: Application for the role of \_\_\_\_\_ (include job code if any)

Dear \*Name of the hiring manager\*,

Use the first paragraph to state the job you are applying for and where you have found the role. Example: *I would like to apply for the position of XXX in \*the company name\*. I saw the position advertised on LinkedIn and it immediately caught my attention.* Tell them what exactly got you interested in the role.

**Why this company?** Once you have introduced yourself, it’s time to show real enthusiasm for the company. What do you like about them? What makes them a great place to work there? Be honest about what interest you. Is the great reputation? Focus on how your past experience relates to the core values of the organisations. Example: *Since the first time I got in touch with your company, I knew that you really stand by your values and mission.* Let’s say you are applying for a job at Disney: *I was naturally drawn to Disney as a kid. As an adult, I have been immensely inspired and fascinated by the visual storytelling throughout everything the company does.*

**Why this job?** What you will be doing on a daily basis is the most important part for both the employer and yourself. To answer this question well, you should study the job description well. What do they want from the perfect candidate? Example: *In your job opening, you are looking for some with great \*example of skills you have\*. As \*previous position/experience\*, I had the chance to obtain and learn the best practices in \*activity or skill mentioned in the job description\*.*

**Why it should be you?** This is your time to shine, but not to brag. Your CV tells the hiring manager where you’ve worked and what you did. The cover letter is to tell them *what you’ve learned.* Use this section to talk about how your responsibilities in the past have shaped you into the professional they need. Again, refer to the job description for inspiration and guidance. Example: *Through years of experience in \*industry\*, I obtained valuable skills like \*key skills mentioned in the job description\*.* Then give example of the times you have applied those skills.

Disclose any relocation intentions if applicable. *I am planning to relocate to the Netherlands in the beginning of this month. I see it as a step towards my personal and professional development.*

Closing sentence/s. Example: *I would love to hear back from you. Thank you for considering my application.* You can make it a little more personal if you feel like it.

Your sincerely,

*Your name*