

Cover Letter Template

Cover letter (application)

The purpose of the cover letter is to link your motivation, professional skills and personal competencies to the company's requirements listed in the job ad.

Layout

One page in general.

Avoid long and complex sentences.

Name | Address | Phone Number | E-mail

Company
Address
Contact person

Regarding: _____ Place and date

Catchy headline containing relevant experience and/or skills – unique selling points

Motivation

Why are you excited about the tasks/business area/company.
What focus in your studies/experience/specialization supports your motivation and contribution for the job.

Present your professional qualifications

Present your study programme and the relevant knowledge (subjects, projects) and link it to the specific tasks in the job add.

Present relevant experience gained from student jobs, internships, volunteer work, organizations etc. and link it to the specific tasks in the job ad.

Be as specific as possible – give examples.

N.B.: Prioritize the order of your content based on your key strengths, and what is most relevant for the job/company.

Present your personality

Present your key relevant personal competencies based on, what the company ask for.

Use examples – show them, don't just tell them.

Closing

Pave the way for an interview.

Kind regards,
(Signature)

PRESENTED BY
CBS CAREER CENTRE

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Contact information

Preferably placed in the document header to save space.

Regarding

Reference to the specific job.

Catchy headline

Your opportunity to attract the attention and brand yourself towards the employer immediately.

Motivation (5-7 lines)

Be detailed and honest about, why you are excited about the job. Avoid focusing on your own personal gain from the job, but focus on your passion/interest for the tasks/business area in question, and how you can see yourself contribute to the company.

Present your professional qualifications

Divide your key selling points into separate paragraphs or bullets, in order to make your message come across. Always open the paragraph with the qualification you want to demonstrate, and afterwards support it with an example.

Present your personality

Examples of your personal qualifications can come from any area of your life being job, studies, organizations, sports, and travels. E.g. "Strong team player from 7 years of playing competitive volleyball", "multicultural understanding from teaching orphaned children in India".

Closing (3-4 lines)

Lastly open up for an interview in a confident, but not arrogant way e.g. "I look forward to hearing from you" or "I look forward to a personal interview, where I can get the opportunity to present myself further". Avoid the phrase "I hope to hear from you" as you question your own value.