

Greeting

Dear Sir or Madam,

Paragraph 1

Почему пишем (2-4 предложения)

I am writing in connection with...

I am writing in response to/with regard to

I would like to express my interest in

I would like to apply for the position of... I am a professional .. and I would like to join the campaign...

Paragraph 2

Раскрываем точки задания и говорим про себя

I am a professional... I graduated from....

I attended in training courses specialized in...

I participated in – максимально фантазируем

In addition, Despite.....,

Paragraph 3

Раскрываем оставшиеся пункты задания и плюс добавляем про себя

Due to my ... qualifications, I could...

Apart from that, I am sure I would cope with other complicated situations, such as

I would be happy to

Paragraph 4

Пишем итоги и встречные вопросы

I enclose my CV and references from my previous employers

I would happy to attend an interview at your earliest convenience.

I would be grateful if you could inform me when you will be announcing the results of the applications. I would also be interested to know the planned departure date

I look forward to hearing from you

Yours sincerely/faithfully