

Sender

Receiver

Place, day/month/year

Headline

State that you are applying for the job – short, with reference to where you have seen the ad. Mention who you have talked with if you have called the company or met some of their representatives.

Introduction

Brief presentation of education, relevant experience and motivation.

- What is your motivation for applying to this job?
- What are the most important relevant competencies of yours to this employer?

Argumentation

Based on what you claim in the introduction, show why you are a good candidate by pointing out the relevance and coherence between

- your education
- your experience and skills
- results you have achieved
- your personal qualities
- your motivation

...**AND** the job you are applying for!

Make links between job tasks, role, challenges, field and the organization itself.

Consider addressing: language issues, how long you are planning to stay in Norway, your international background as an asset

Ending

- Avoid clichés
- Specify when you can start working and that your work permit is ok
- Specify your motivation for applying
- Look ahead, see the position and the company in a bigger picture

Best regards

Signature