Prénom nom  
Adresse  
  
Téléphone : +33... (indicatif pour joindre la  
France depuis un pays étranger)  
  
Mail  
  
Lyon, January 24th 2017  
  
Nom de lentreprise  
Nom du destinataire (ou 3 attention des  
ressources humaines)  
  
Adresse  
  
Dear Sir or Madam,  
  
| am writing to apply for the position of (nom du poste). Please find enclosed my resume for your  
consideration.  
  
| am actually completing the master in management at XXX school in Toulouse, France /  
  
Ihave recently graduated from XXX School in Toulouse, France, with a master in management /  
(ou sivous étes déja professionnel) | have extensive experience in marketing & sales (ou autre  
domaine : & adapter) in several companies.  
  
(exemple) During my internship in XXX ~a French leader in the insurance industry ~ | collaborated  
With the marketing team to optimize the website in order to improve the user experience. The result  
‘was a 50% increase in visitors.  
  
(exemple) At XXX, a French company in the ecommerce industry, | was put in charge of organizing  
‘two international conferences, thus improving my abilities in coordinating a team and managing such  
events.  
  
| am particularly interested in working for (nom de la société) because you are a Fair Trade pioneer (3  
adapter) and | am very interested in the development of such products. | would strongly appreciate  
bringing my skillsto your team.  
  
Ifyou have any questions, please contact me at +33 6 00 00 00 00 or prenom.nom@mail.com. | am  
available for an interview at your convenience,  
  
| am looking forward to hearing from you.  
  
Sincerely,  
  
Prénom nom  
Signature