Full Name

Address Berlin, Germany

Phone: +49 ###########

e-mail: email address

Company name

Contact person in the listing

Contact Person Position

Company Address

City, Day. Month. Year

**Full Job Position Title (As provided in the job add)**

Dear Mr./Mrs. contact person’s name,

By means of this letter, I am applying for the position of JOB TITLE in your company. As someone with a relevant completed study, I look forward to working with a company with such an incredible (something that makes the company stand out or is specific to them) such as Company Name. Being (Country’s or world’s) leading industry type and the impressive expansion through most of the geographic expansion area (if relevant) since its founding in 2008, is something I admire and would love to be a part of.

Being a / an Study tittle of the university attended, makes me a / an adjective wanted to be highlight candidate to your company as my experience in areas like areas of experience (2 - 3) would directly contribute to this role. Being a native language/s speaker, with work experiences through various (geographical or industry area), would contribute greatly to your diverse company. I believe my background as a relevant background, an industry in which certain qualities are key for successful execution, would greatly add value to your department / team being applied to. This would aid the company on its constant pursuit of quality to the benefit of your clients. Company name would benefit greatly of my professional communication / or other skill you’d like to highlight skills achieved by my vast experience working with target population worked with (e.g. clients, suppliers, etc.) throughout my career.

My work has exposed me to working with different levels of employees within the companies, from operators to Directors, on a day-to-day basis. I believe I would be a great asset to the company and would fully work to complete any assigned goals. If selected for the position, I would be available to start work within ## weeks from notification. Attached you will find my Curriculum Vitae for your reference. Please, feel free to contact me at +49 ########### to arrange an interview. Thank you for your time and consideration. I hope to hear good news from you soon.

Best Regards,

Full Name