

How to write a cover letter

- Address and contact
- Name and address of the employer
- Polite expression.
- Paragraph explaining WHY you're writing and WHY you are interested in this job.
- Paragraph to introduce yourself (name, age, nationality, personality, abilities and hobbies).
- Paragraph about your future obligations.
- Paragraph about your past experiences
- Details about one specific past action.
- Paragraph to invite the employer to contact you.
- Polite expression.
- Signature.

How to write a cover letter

- Dear Sir or Madam
- I'm applying for the job of ... because ...
- Will have to + BV
- Present perfect (+since/for)
- Simple past (+in ... / ago)
- I'm looking forward to hearing from you.
- Respectfully yours,

How to write a cover letter

- Address and contact
- Name and address of the employer
- Polite expression.
- Paragraph explaining WHY you're writing and WHY you are interested in this job.
- Paragraph to introduce yourself (name, age, nationality, personality, abilities and hobbies).
- Paragraph about your future obligations.
- Paragraph about your past experiences
- Details about one specific past action.
- Paragraph to invite the employer to contact you.
- Polite expression.
- Signature.

How to write a cover letter

- Dear Sir or Madam
- I'm applying for the job of ... because ...
- Will have to + BV
- Present perfect (+since/for)
- Simple past (+in ... / ago)
- I'm looking forward to hearing from you.
- Respectfully yours,

How to write a cover letter

- Address and contact
- Name and address of the employer
- Polite expression.
- Paragraph explaining WHY you're writing and WHY you are interested in this job.
- Paragraph to introduce yourself (name, age, nationality, personality, abilities and hobbies).
- Paragraph about your future obligations.
- Paragraph about your past experiences
- Details about one specific past action.
- Paragraph to invite the employer to contact you.
- Polite expression.
- Signature.

How to write a cover letter

- Dear Sir or Madam
- I'm applying for the job of ... because ...
- Will have to + BV
- Present perfect (+since/for)
- Simple past (+in ... / ago)
- I'm looking forward to hearing from you.
- Respectfully yours,

How to write a cover letter

- Address and contact
- Name and address of the employer
- Polite expression.
- Paragraph explaining WHY you're writing and WHY you are interested in this job.
- Paragraph to introduce yourself (name, age, nationality, personality, abilities and hobbies).
- Paragraph about your future obligations.
- Paragraph about your past experiences
- Details about one specific past action.
- Paragraph to invite the employer to contact you.
- Polite expression.
- Signature.

How to write a cover letter

- Dear Sir or Madam
- I'm applying for the job of ... because ...
- Will have to + BV
- Present perfect (+since/for)
- Simple past (+in ... / ago)
- I'm looking forward to hearing from you.
- Respectfully yours,