

Europass Cover Letter Information.

Personal Information.

First Name: _____

Surname: _____

Street Address: _____

Postal Code: _____

City: _____

Country: _____

Telephone number: Home or Work or Mobile (select one).

E-mail address: _____

Instant messaging: _____

Contact person, name of organisation & address of organisation.

Addressee Details.

Title: Mr or Ms or Mrs or Miss or Dr (select one).

Surname: _____

Name: _____

Name of Organisation: _____

Address of Organisation: _____

Building name or Street address: _____

Postal code: _____

City: _____

Country: _____

City, Date & Subject.

Date: Day / Month / Year: _____ / _____ / _____

Date format: *TWO options to choose from.*

Subject: _____

Opening Salutation:

Opening salutation: **Dear**

Mr or Ms or Sir/Madam or Sir or Madam (**select one**).

Surname: _____

Main Content.

Opening Paragraph: I would like to express my interest for the position of
(input job title) _____.

Your company has a great reputation within the (input the industry you are
interested to work in) _____ industry. It

would therefore be a great honour to be given the opportunity to work for your company.

Main Body:

Option 1 (Fill in if you have some experience at the workplace):

I have always been passionate to experience a career within an _____ setting. Although I am still a student, I have already been given the opportunity to experience life at the workplace through my school's job opportunity schemes. I spent (input number of weeks) _____ working as a _____ at (input workplace) _____.

This experience made me realise that I truly wish to pursue my studies in order to eventually qualify for a full-time job within this industry. I am currently studying (input the subjects you are currently studying) _____ at (input the name of the educational institution you are currently attending) _____. Within this environment, we are thought by teachers who give us a very clear picture of life on the job together with the opportunity to work hands-on during our lessons. I truly

believe that this job opportunity would assist me with becoming more knowledgeable about this trade.

Option 2 (Fill in if you have no experience at the workplace):

I am still a student and therefore have not yet had the opportunity to gain any experience at the workplace. Nonetheless, I am thirsty for knowledge and eager to learn through experience. Furthermore, I believe that the tuition which I am currently receiving is providing me with quite a solid understanding of the work entailed by the industry. I am currently studying (input the subjects you are currently studying)

_____ at (input the name of the educational institution you are currently attending) _____

_____. Within this environment we are thought by teachers who give us a very clear picture of life on the job. I truly believe that this job opportunity would assist me with becoming more knowledgeable about this trade.

Closing Paragraph: Thank you for taking the time to consider my application. I hope that the information provided in this letter and in the enclosed CV is sufficient. I look forward to hearing from you.

Closing Salutation.

Closing Salutation: Yours sincerely or Yours faithfully or Sincerely or Faithfully or Kind regards (select one).

Signature Image: PNG or JPG format / 1MB size

Enclosed:

List of attachments: _____

Europass documents: Curriculum Vitae.

Other documents: _____

END