Cover Letter Checklist

# Header (sender and recipient)

#### Enter the full names and addresses including street, zip code and city. Don't forget the date. Start with your own data.

**Max Mustermann**
Musterstraße 1
12345 Musterstadt
Phone: 01234 567890
E-mail: max.mustermann@email.com

**Sample company GmbH** Musterstadt, August 26, 2024
Mrs. Maria
Beispielweg 2
12345 Musterstadt

# Subject line

#### Use a meaningful heading, e.g. "Application for...", to make it clear which position you are applying for.

**Application as Marketing Manager (Ref. No. 12345)**

# Salutation

#### Address a specific contact person, if possible, to make the letter more personal.

Dear Mr./Mrs. Example,

# **Introduction**

#### Start with an exciting introduction that encourages the reader to read on.

Example beginnings:

I have loved ... since my earliest childhood.

I read your job advertisement for the position ... with great enthusiasm.

# Main part

#### Emphasize your personal strengths and refer to the requirements of the advertised position to illustrate your fit. Give specific examples of your qualifications. Make it clear what added value you can offer the company.

Example beginnings:

In my previous work as ....

I am sure I am the perfect choice for the job because ...

# Concluding paragraph

#### End the cover letter with an invitation to a personal interview to emphasize your interest and motivation.

Example beginnings:

I am convinced that ...

I would be delighted if ...

# Greeting and signature

#### Use a formal greeting and put your signature below it (a digital signature for electronic applications).

Yours sincerely,

(Signature)
Max Mustermann

# Attachment note

#### Include a reference to the attached attachments, such as résumé and certificates.

**Attachments:**
résumé, certificates