First name Last name **APPLICATION**

Street address

00000 City

example@example.fi dd/mm/yyyy

040 123 4567

Person to whom the application is addressed

Company name

**Title (the job you are applying for)**

In the first paragraph, explain why you are applying for the job and why you would be the right person for it. It is important to get the employer interested already in the first paragraph. So emphasise your interest in this particular job and highlight why you should be hired (how you would benefit the company).

In the second paragraph, describe your background and skills. The purpose is to demonstrate your qualifications for the job you are applying for. What kind of work experience and training do you have from the field? Try to respond to the requirements and wishes set out in the advertisement, and explain how you meet them. Connect your achievements with your company’s operations. It is also useful to explain your competence. For example, if you write that your command of English is excellent, you can add a short description of how you have achieved this skill.

In the third paragraph, you can explain your other good qualities as an employee and tell something about yourself and your personality. Include qualities and character traits that are useful for the job you are applying for. Remember that a good job application is always tailored according to the advertisement.

In the last paragraph, prepare for the next steps of the job seeking process. State your willingness to come to a job interview. Here you can also set out your salary wish if it has been requested.

Best regards,

First name Last name