



A few rules to start with:

**This letter is to make “the boss” read your CV, which should eventually open you the door to an interview.
Nothing else!**

THEREFORE:

- **A - Attract your reader’s Attention.**
 - **Don’t bore the reader with standard phrases or information that he/she expects.**
 - **What is special about you, your motivation or your interests?**

- **I - Attract his/her Interest.**
 - **Give information that is necessary and useful, i.e. skills and competences the job/company asks for.**
 - **What can you contribute to the company?**

- **D - Make him/her “Desire” you.**
 - **Suggest that you can say more about your abilities and skills.**
 - **Suggest that you can improve the performance of the company.**

- **A - Make him/her Act.**
 - **Say that you can are looking forward to a personal interview!**
 - **Say that you would like to give further information about you via Mail or telephone!
DON’T FORGET TO INCLUDE YOUR CONTACTS!**

REMEMBER!

Before you start writing:

- **Read the job advert carefully and study the company's homepage! What qualifications does the job ask for? What kind of employees does the company look for? Imagine you were the boss! Who would you employ?**

When you write:

- **Keep it short! No more than 12-14 sentences in 3-4 paragraphs on 1 page!**
- **Include only necessary information, i.e. information that makes you attractive and “useful” for the people/ company you would like to work with.**
- **Don't include information that you list in your CV!**
- **Keep it well-structured and easy to read!**
- **Use the same layout, letter type and letter size as in your CV!**
- **Don't forget your contact details!**

After writing:

Check your Letter and CV for spelling mistakes!

Let somebody else read it and ask for his/her opinion!

Useful words and phrases

**Dear Mrs Boot,
Dear Sir or Madam,**

1st paragraph:

- Try not to start with "I ..."
 - *Looking for a placement on the www, I discovered your homepage ...*
 - *In search of an interesting internship, I read your advertisement...*
 - *With reference to your conversation from 22.11.05, I would now like to ...*
- Continue: Which job/placement you apply for and – if necessary - how you know about the vacancy.
 - *Therefore I would like to apply for a placement as XXX / the post of XXX... as advertised in the New York Times, November 22, 2005.*

2nd paragraph:

- List necessary personal skills, competences and interests.
 - *I have been interested in ... for a long time.*
 - *I have studied XXX intensively at school and read ... in my spare time.*
 - *My main field of interest lies with ...; I have focused on ... aspects of...*
 - *At school / During my last placement I have improved my skills in (analysing, etc....)*
 - *At our school laboratories I could acquire valuable experience in (preparing, carrying out experiments...)*
 - *Together with teachers and fellow students I am currently conducting research in (various) fields.*
 - *I am able to (do.); I am skilled in... ;*
 - *I have achieved good results in ...*

3rd paragraph:

- *I would like to work for your department...*
- *I am willing to learn quickly ...*
- *I would like to contribute my skills...*
- *A good team worker I would like to support your work in ...*
- *Being flexible and eager to acquire new skills I am prepared to work wherever needed...*
- *I am a committed, reliable, hardworking, considerate student*

4th paragraph:

- *I am happy to give you more detailed information about myself in a personal interview.*
- *Please find enclosed my CV/ certificates/ references. / I enclose my ...*
- *If you have further questions about my skills/ training/credentials, please contact me at ...*
- *I am looking forward to hearing from you.*

Yours sincerely,

SIGNATURE
Peter Peterson

DON'T FORGET YOUR COMPLETE POSTAL ADDRESS, YOUR TELEPHONE NUMBER(S) AND YOUR MAIL ADDRESS!

Annotations:

placement/internship	- Praktikum
in search of	- auf der Suche nach
With reference to	- unter Bezug auf/Bezug nehmend auf
Advertisement	- Anzeige
apply for	- bewerben für/auf
as advertised in	- wie ausgeschrieben in
main field of interest	- meine Interesse liegt vor allem Hauptinteressengebiet
to focus on	- to concentrate on
to improve ...in (+ ing)	- verbessern in
to acquire valuable experience in	- wertvolle Erfahrungen in ... erwerben
I am currently conducting research	- Im Moment führe ich durch / forsche ich
to achieve good results in	- gute Ergebnisse in ... erzielen
to contribute	- einbringen...
A good team worker	- Als guter Teamarbeiter
Being flexible and	- Da ich flexible bin und
eager to acquire new skills	gerne neue Fähigkeiten erwerben möchte...
committed	- engagiert
to enclose	- beilegen
training	-Ausbildung
credentials	- Empfehlungsschreiben

to be trained in
to be able to **skills and competences:** to be good at
to be qualified for
to have/ to gain experience in

to contact to cooperate
to network **people** to liaise
to manage to organise
to support

to initiate to plan
to calculate **project** to be in charge of
to be responsible for to promote
to present

to be interested in to be a member of
to spend time **hobbies** to be committed to
to take part in to be involved in

to have acquired to obtain a degree
to develop **language skills** to apply
to draft to interpret
to compose