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|  |  | First Name Last Name |
|  |  | Application FUNCTION  (E.G. ACCOUNT Manager) |

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| Personal detailsNameFirst name and surnameAddressStreet no.Postcode CityE-mailname@webadress.chTelephone+41 00 000 00 00Date of birth00. Month 0000Place of origin/citizenshipSwiss nationals indicate place of origin; foreign nationals indicate state and residence permit.Civil statuse.g. married, singleChildren 00 Children aged X, Y and Z years old |  | WORK EXPERIENCEFunction (e.g. account manager)Company 1, Location (Company AG, Lucerne) MM/YYYY to MM/YYYY (eg. 2015 to 2022)   * Job 1 (e.g. keywords or brief description) * Activity 2 * Activity 3  FunctionCompany 2, Location MM/YYYY to MM/YYYY   * Job 1 (e.g. keywords or brief description) * Activity 2 * Activity 3  FunctionCompany 3, Location MM/YYYY to MM/YYYY   * Job 1 (e.g. keywords or brief description) * Activity 2 * Activity 3  EDUCATION AND TRAININGDegree 3 (e.g. federal diploma XYZ, Master of Arts)School/college/university, LOCATIONYYYY to YYYY (dates from ... to ...)Degree 2 (e.g. EFZ or EBA)(Technical) college/apprenticing company, LOCATIONYYYY to YYYY (dates from ... to ...)Degree 1(Technical college) School/apprenticing company, LOCATIONYYYY to YYYY (dates from ... to ...) |

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| AbouT MEPersonality  * Characteristic 1 (e.g. reliable, team player etc.) * Characteristic 2 * Characteristic 3  Hobbies  * Hobby 1 * Hobby 2 * Hobby 3  Social Media  * XING-Profile * LinkedIn-Profile * Others |  | QUALIFICATIONSLanguagesGerman: mother tongueEnglish: oral good, written basic knowledgeFrench: ...Computer skillsWord: basic knowledge, good/very good knowledgeExcel: Basic knowledge, good/very good knowledgeProgramme 3: ...Programme 4: ...Further qualificationsIndicate here any further knowledge and qualifications, e.g. driving licences for vehicles/machinery, if this could be important for the advertised position.REFERENCESI will be happy to provide references on request.ENTRYEntry on date/immediately or by arrangement. |

First name Last name, address, postcode, city [sender's address].

Sample company AG

Mr Peter Muster

Mustergasse 3

2000 Musterhausen

Place, date (e.g. Lucerne, 23 July 2022)

**APPLICATION AS [ENTER FUNCTION]**

Job advertisement dated [date] [where, e.g. on jobs.ch, in the Newspaper xyz]

Dear Mr XY, Dear Ms XY

In a letter of motivation, you should include three elements: an introductory sentence, a main body and a concluding sentence. The text should also take up one page.

In the introductory sentence, you can already establish a connection between the advertised position and yourself. However, avoid phrases like: "I hereby apply ...". It is better to start with something like: "Are you looking for a ...... (profession)? I have the necessary experience.

In the body of the letter, explain why you are the right person for the job and what your strengths are. Think about which of your strengths fit the job and name them. For example, the following sentences would fit into a main body: I have already worked for several years as a ...... (profession) and have acquired a wide range of specialist knowledge - I do my work reliably, efficiently and precisely - My strengths include resilience and flexibility - I enjoy daily contact with people - Customers appreciate my open manner - I am open to new things and have a quick grasp of things, etc. - I have a good eye for detail - I have a good head for business - I have a good head for work.

In the closing sentence, you confirm your interest in the job and in an interview. For example: Are you interested? I am very interested and look forward to meeting you in person - I look forward to meeting you for an interview to learn more about this position and to tell you more about myself.

Kind regards

First name Last name