

# First Name Last Name

# Application

FUNCTION (E.G. COMMERCIAL EMPLOYEE)

|  |  |  |
| --- | --- | --- |
|  |  | personal details Name: First name and surname  Address: Street no., postcode City  E-mail: name@webadress.ch  Telephone: +41 00 000 00  Date of birth: 00. month 0000  Place of origin/citizenship: Place of origin or citizenship.  Marital status: e.g. married, single  Children: 00 Children aged X, Y and Z years old |
| MM/YYYY to MM/YYYY |  | work experienceFUNCTION (E.G. CFO) Company 1, location (e.g. Sample Company AG, Zurich)   * Activity 1 (keywords or briefly describe) * Activity 2 * Activity 3 |
| MM/YYYY to MM/YYYY |  | FUNCTION (E.G. ACCOUNTING Manager) Company 1, location (e.g. Sample Company AG, Zurich)   * Activity 1 (keywords or briefly describe) * Activity 2 * Activity 3 |
| MM/YYYY to MM/YYYY |  | FUNCTION (E.G. ACCOUNTING Assistant) Company 1, location (e.g. Sample Company AG, Zurich)   * Activity 1 (keywords or briefly describe) * Activity 2 * Activity 3 |

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| --- | --- | --- |
| YYYY to YYYY |  | education and further trainingdegree (E. G. diploma in accounting, MASTER OF ARTS School/college/university, LOCATION |
| YYYY to YYYY |  | degree or certificate School/college/university, LOCATION |
| YYYY to YYYY |  | degree or certificate School/college/university, LOCATION |

|  |  |  |
| --- | --- | --- |
| I am |  | about me Name character traits (e.g. reliable, team player, well-positioned, calm). |
| Hobbies |  | Here you can briefly describe one or more hobbies and personal interests |
| Social Media |  | * XING-Profile * LinkedIn-Profile * Others |

|  |  |  |
| --- | --- | --- |
| Languages |  | qualifications German: mother tongue  English: oral good, written basic knowledge  French: ... |
| IT-Skills |  | Word: Basic knowledge, good/very good knowledge  Excel: Basic knowledge, good/very good knowledge  Programme 3: ...  Programme 4: ... |
| Further Qualifications |  | Indicate here any further knowledge and qualifications, e.g. driving licences for vehicles/machinery, if this could be important for the advertised position. |
|  |  |  |
|  |  | references I will gladly provide you with references upon request. |
|  |  |  |
|  |  | entry Start date/immediately or by arrangement. |

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

Sample Company AG

Mr Peter Muster

Mustergasse 3

2000 Musterhausen

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

## apply as [enter function]

JOB ADVERTISEMENT FROM [DATE] [WHERE, E.G. ON JOBS.CH, IN Newspaper xyz]

Dear Mr. XY, Dear Ms. XY

You should include three elements in a letter of motivation: 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