
How to write and adapt your application letter responding to a job offer? Bilingual advice

Before starting, keep the job ad and your CV or résumé at hand, because some parts will guide your new writing. Highlight the skills listed by the recruiter on the job offer and match them with the transferable ones you have acquired during your school projects and your extra-curricular activities.

If you want, you can write your letter in French first, and then, you will have to translate it. Or jump directly into the English language! Please, follow the guideline.

Keep the identity of the receiver in mind. If you are writing this letter on line, back it up.

First name and name:

Address:

Tel:

Mail:

Name and address of the receiver:

Place and date:

Object: application as a/an... *(indicate the professional title mentioned in the job offer and the reference)*

Dear Madam, dear Sir,

- *(Introduce yourself)*

I am a twelfth-grade student at ... vocational high school.

Je suis en classe de ... au lycée...

I study..., because I am very interested in...

Je prépare la formation..., parce que j'ai de l'intérêt pour...

Or:

As a recent graduate from ... /

Tout juste bachelier ou bachelière en...

I have just passed my A-levels. / I have just graduated from high school. My major (vocational) subjects were about ... and ...

Je viens juste d'obtenir mon baccalauréat. Mes enseignements professionnels portaient sur ...

As a matter of fact, I am keen on... I have developed a passion in... which may interest the company in terms of... / because...

Concrètement, j'ai une appétence, une passion pour... ce qui pourrait intéresser l'entreprise en termes de...

- **(Mention the vocational project or “masterpiece” you have contributed to make, especially if it has a strong relation with the job you wish to have, in terms of competences)**

During my training at the vocational high school, I have contributed to the making of a class project (a class masterpiece), entitled ... / The idea was to... / and I have learnt to ...

Pendant ma formation au lycée professionnel, j'ai contribué à la réalisation d'un projet de classe (d'un chef-d'œuvre), dont le titre est ... / L'idée était de ... / et j'ai appris à...

- **(Apply)**

This is exactly why I am applying as a/an ... to your company...

C'est exactement la raison pour laquelle je postule en tant que ... auprès de votre entreprise...

- **(Mention any work experience, skills and qualities, which are listed in your CV and related to the job offer)**

For example: Moreover, during my training period / in the week-ends / during summer time / I worked for ... as a/an... / My main missions were to ... and to ...

De plus, pendant les stages / les week-ends / l'été / j'ai travaillé pour ... en tant que... / Mes missions principales étaient de...

I have developed **(such and such skills)**, I feel more...

J'ai pu développer (telle et telle compétences), je me sens plus...

(Mentionnez toute expérience professionnelle, lors d'un emploi saisonnier ou temporaire par exemple, et les compétences que vous avez développées, qui correspondent aux attendus de l'offre à laquelle vous postulez. Mentionnez aussi toute compétence extra-scolaire que vous avez acquise, en pratiquant un sport, une activité artistique, etc., qui entre en résonance avec les attendus de l'offre. Par exemple, si vous pratiquez un sport, cela montre votre détermination et votre discipline, si vous aimez dessiner, cela montre votre côté créatif, etc.)

For example: I practice sport **(give more details!)**. This shows my determination and my regular discipline, which I will also apply to myself as an employee in the company.

(Par exemple, je fais du sport (donnez plus de détails). Cela montre ma détermination et ma discipline, que j'appliquerai aussi en entreprise).

For example: I like drawing ([give more details!](#)). This shows my creativity and my openness to art and culture in general, which I would also offer as a service to the company, as an employee.

(J'aime dessiner ([donnez plus de détails](#)). Cela montre ma créativité et mon ouverture à l'art et la culture en général, ce que je pourrai aussi mettre en œuvre à votre service).

I can apply these same skills to fulfil the demands of the company.

Je pourrai utiliser ces mêmes compétences pour répondre aux attentes de l'entreprise.

To check the skills related to the job or apprenticeship offer, consult this page (in French): [Job descriptions](#). Remember to translate them!



- **(Show that you have enquired about your future employer.)**

I am applying to your company, in order to develop complementary skills such as ... and because I would like to discover additional/different aspects to the job...

Je postule auprès de votre entreprise pour développer des compétences complémentaires telles que... et parce que j'aimerais découvrir des aspects supplémentaires/différents du métier.

- **(Greetings and wishing for a positive answer)**

(Formule de politesse et souhait de recevoir une réponse positive)

Thank you very much for your interest in my application letter,
Please reach out to me at your convenience to arrange an interview,
Looking forward to hear from you,
Sincerely,

*En vous remerciant de l'intérêt porté à ma candidature,
N'hésitez pas à me joindre, à votre convenance, pour un entretien,
Dans l'attente de votre réponse,
Sincèrement,*

Your first name and family name

Signature

When you are ready, send your letter to the recruiter and [prepare for the interview](#).

What about backing up your application letter and your CV on your personal accounts, on [Emploi Store](#) and [Europass](#) ? You may use them again as models, adapt them slightly and send them to similar recruiters. On these official websites, you may publish these very same documents, to make them available for similar recruiters, enforcing your spontaneous applications.

		
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