
How to write and adapt your application letter responding to a job offer? Advice, in English only

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

Or:

As a recent graduate from ... /

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

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

- ***(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...

- ***(Apply)***

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

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

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

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

(Mention any work experience, during a seasonal job or a temporary position, for example, as well as all the transferable skills you have developed or acquired, related to the job you are applying to. Remember to highlight all the skills you may have acquired during extracurricular activities, such as sport or art, for example. Thus, if you practice a sport activity, it shows your determination and your discipline; if you like drawing, it shows your creativity, etc.).

I can apply these same skills to fulfil the demands of the company. /
These activities/skills may be useful serving ... / for the ... department.

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...

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

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,

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.

 Emploi Store	 Europass	 Préparer l'entretien d'embauche
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