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## **Application letter for the post of Project Manager (ref. 234 67)**

### **Formal**

Enter the recipient's name right. Write a clear and descriptive title. Write today's date in the header. Always allow at least one person to read the text before sending it in order to avoid simple typos and mistakes. A cover letter should be maximum of one A4 page.

### **Introduction**

The introduction to the letter is very important! The first rows of text should tell the employer why you are the right person for the job. Early in the text, you can write about why you are applying for this job and what you can contribute to the workplace. The purpose of this letter is to inform the employer on what basis you are eligible for the job. Here, you can deepen the information you already have described in your resume if it is relevant to the company/organisation.

For example: I am applying for the post of Project Manager because I have good knowledge of logistics relevant experience and a creative ability, which I perceived as central to the position.

### **The remaining text**

Show how you can meet the requirements outlined in the ad, refer to past experiences.

For example: You mention in the job advertisement that it is important to be able to communicate messages properly to the right audience. During my studies I was a editor of the magazine of the student union. During that time I gained practical experience of communicating important messages to specific groups of students.

Tell the employer why you want the specific job. Emphasize what makes you unique among all applicants. Try to exemplify situations and tasks where you have utilized your skills in a good way. The letter must contain at least one reason why you should get the job.

End your letter by writing that you wish to meet the employer in person.

Best regards,

Anders Andersson