

FrankfurtRheinMain International Office

Poststraße 16

60329 Frankfurt am Main

Your address goes here

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Here you should put the address of the company you are applying to

Frankfurt am Main, 13.02.2021

This is the date on which you send the application

Betreff

The subject line is very important as it is the first thing that you see when you look at the letter. Here you should state the title of the job you are applying for. Companies often give reference numbers, which you should also mention here. The subject line should be no more than two lines long and you should make it stand out by highlighting it or using a larger font.

Sehr geehrte Damen und Herren,

The salutation goes here. If you know the name of the person who is responsible for your application, then you should definitely address them personally, e.g. "Sehr geehrte Frau Musterfrau". If not, then use the general salutation "Sehr geehrte Damen und Herren."

This is where the actual cover letter begins. It is important to make sure that you do not simply repeat your CV, but that it is unique and reflects your personality.

Make it clear why you are the right person for the job. Answer the questions: Why are you applying to this company? Why are you applying for this position? Why should the company hire you?

Use the company's job description as a guide for the wording and content. An application to an advertising agency can be much more individual and creative than an application to a logistics company.

The cover letter should be no longer than one page and, if possible, proofread by a native German speaker.

Mit freundlichen Grüßen

You should always use this phrase to sign off your letter

x 

Finish the cover letter with your full name and make sure to leave some space above for your signature