



You should have your application and CV checked by a career specialist, whose comments and tips help you create top notch job application documents. Send the documents to the Union's customer service via email (asiakaspalvelu@ilry.fi) with your membership number.

Name	APPLICATION
Address	
Phonenumber	10.4.2018
Email	

Person's name and title
Company's name
Address

Telephone conversation and the date of which the conversation took place, recipient's name/
your name

JOBTITLE

Why? In this first section, it's important to tell why you are applying to this job vacancy and why the employer in question interests you? It's important that the employer get a feeling that you have written this application straight to him/her. Be motivated. Remember that your application should also be a response to the job announcement and the things that are mentioned there should be addressed.

Strength: The second and third paragraphs are the real subject of the application. Let them know what kind of knowledge and skills you have. Be clear about your strengths and ambitions. Explain how your previous work experience benefits you to succeed in this position. Answer to the question what the company gets if they hire you and why you are the best choice. Your strength can be related to your studies, work experience or professional competence. If you don't have work experience in a nearby field, emphasize your motivation and ability to learn quickly.

In the third section, tell them about your work methods and what kind of worker you are. Tell how you work in a team, do you take a certain role when working in a team? Do you prefer to work alone? If you've got feedback on your way to work, you can mention it here. Give an example how your work methods show in the everyday work.

In the last section you can explain your current situation. "I would be happy to discuss about this job vacancy with you and hope you will be in touch!" Is one convenient way to end the application. If salary request is asked, place it at the end of the application.

Sincerely,

Your signature
Your name