



MAISON DE L'ORIENTATION

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A practical guide on how to write your cover letter

A cover letter is generally composed of the subject of the letter, four paragraphs and a greeting.

1. Subject

Use the reference of the announcement, if it exists, or specify that it is a spontaneous application. In any case, indicate the position you are applying for.

2. Four Paragraphs

2.1. Brief introduction

- Explain why you are contacting the company.
- How did you find out about the job offer?
- The introduction should not be long as it is only meant to explain the context of your letter.

2.2. Your skills – "ME"

- Explain your professional background. In order to show consistency in your application, it is important to link your career path to the position for which you are applying.
- Highlight your technical, theoretical and behavioral skills (soft skills) and relate them to the qualities required in the job and the context of the company.
- What can you bring to the company? This is all the recruiter is interested in.

2.3. The company – "YOU"

- Show that you have researched the company and what interests you about it.
- Explain that you are in line with the company's values and that you want to be part of that specific work environment.

2.4. Brief conclusion – "WE"

- Indicate that you are available to meet the recruiter.
- Assure them once more that you are motivated and that your skills match the company's needs perfectly.

3. Polite wording for the end – examples:

- Thank you for your consideration. / Thank you for considering my application. Sincerely,
- I look forward to hearing from you soon. Sincerely

- I would appreciate the chance/be delighted to further discuss the position. Sincerely,

+ Signature

Tips and tricks

- The cover letter should not be a copy of your CV!
- Use a direct and uncluttered style
- Get straight to the point
- Maximum 1 A4 page
- Always have the letter proofread by a third party
- Avoid using negative or restrictive verbs and negative sentences (problems, unemployment, dismissal, difficulties, ...)
- Consider using synonyms

More detailed information



Create your
motivation letter



Top Ten Tips for
Writing Cover
Letters – QR code



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