

# Write a winning APPLICATION LETTER

Employers may receive hundreds or even thousands of applications for summer jobs. Application letter doesn't need to be long. To help you write a winning letter, follow these tips.

- ✓ **Keep it brief!** Be polite! Be professional! Spell check the text!
- ✓ **Explain** clearly what position you are applying for.
- ✓ **Highlight** your motivation for the position and the employer.
- ✓ **Explain** your qualifications and unique skills for the position.
- ✓ **You don't need to apologise** for your missing experience.

## Summer Jobs: [www.piuha&bitti.fi](http://www.piuha&bitti.fi)

I would like to work at Piuha & Bitti HelpDesk in the summer of 2020. I am interested in the company as I wish to work in the field that I have been studying. During my spare time, my interests include computers and other electronics and I also play VR games. I have played games on different platforms ranging from consoles to computers so I know both the old games and the new games.

I am a first year student at Tampere University, studying information technology. I have worked in customer service and I did well even though it was hectic at times. My bosses have said I am customer focused.

I will be happy to come to an interview to tell you more about me and my skills. I can start in late May and work for three months if requested. If you want more information, do not hesitate to contact me. I am also happy to provide you with the contact details of my references.

TIITUS LEHMUS  
tiitus.lehmus@tuni.fi  
+358 686 8686868

*Make sure to give your contact information.*

## Application for a Master's Thesis position

I am looking for a position as a Master's Thesis worker in your company and Propulsion Solutions is my first choice. MotorPower Company has been successfully developing technologies which are changing the industry on many fronts. During the Campus Career Fair in November 2019, I met your company representative Mr. Lenni Wasa and he encouraged me to send an application to you.

Currently, I am a fifth year Engineering Design and Industrial Management student. In my Master's Thesis, I would like to apply the engineering design and product development skills that I have acquired during my studies and while working on my Bachelor's Thesis. A project on energy efficient motors would be a particularly interesting area of study. The success of the award-winning, energy efficient EnviClean motors has been something I have followed with eagerness over the past few years.

My study projects at Aalto University and my exchange period in Hong Kong have proved that I can work effectively in international teams and working environments. Additionally, I am fluent in English and know the basics of Mandarin. I have played team sports for over 10 years which has helped me to build my people skills. On my own time, chess is a hobby that helps me to relax and it also improves my attention to detail.

I would be happy to relocate in Finland or to an East-Asian country and I would be available to start work in early April 2020.

I look forward to an opportunity to discuss with you personally on the possibility of a Master's Thesis position in your company. I will contact you again next week.

Regards  
ARON ALDER  
aron.alder@aalto.fi  
+358 123 555999

- ✓ If you have met a representative of the company, **remember** to mention it.
- ✓ **Ask for permission** to use someone as a reference.
- ✓ **Convert** the application & CV to PDF.
- ✓ **Name** the file using your name  
e.g. application.tiitus.lind.2019.pdf

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