



## My cover letter with Europass

In addition to your CV, your cover letter is an important part of your application. Here, you describe why you are applying for the position and what makes you a suitable person for the job. The Europass cover letter editor will help you create it.



### Work assignments

#### Basic knowledge: the components of a cover letter

Working as a team, research how a cover letter is structured. What information should be included in the cover letter? Remember to only research using reputable websites, for example

<https://planet-beruf.de/schuelerinnen>.

#### In-depth: understanding a job advertisement

In job advertisements, companies describe what they want from future employees. Working as a team, highlight all the job requirements in the 'Bergblick' hotel's job advertisement.

#### Job advertisement



For our 'Bergblick' hotel in Sample City, we are looking to fill the following role as soon as possible:

#### Hotel management assistant apprentice

During your apprenticeship, you will become familiar with all aspects of hotel management. You will be responsible for planning and making reservations, welcoming and attending to our guests and assisting the team in organising events.

You will be a good fit for us if you have the qualification for entry to a technical secondary school or a comparable qualification. Ideally, you will have already completed a work placement in the hotel or catering industry.

If we have piqued your interest, please send your application to [personal@hotel-bergblick.de](mailto:personal@hotel-bergblick.de).

#### Transfer: describe soft skills using key terms

Working as a team, research examples of soft skills. Which of these could be important for the job at the 'Bergblick' hotel? Write two or three sentences for your application to the hotel. Example: *'During my work placement, I worked closely with others to plan a trade fair. This allowed me to improve my ability to work in a team.'*

#### In-depth: summarise your education and career

Write a short summary of the most important stages in your education and career to date. You can find out what exactly goes here on the next page. Example: *'After completing my secondary school education, I continued my academic career with a technical college entrance qualification in order to expand my career opportunities.'*

#### Discussion: key messages from companies

Key messages convey what a company stands for. In groups, decide on a company and research information about its core messages. Discuss how these messages can be incorporated into an application.



#### Working with the Europass portal: creating your own cover letter

Create your own practice letter using the cover letter editor and the information collected so far. To do this, go to <https://europass.europa.eu/en>, scroll to 'Europass tools', then click on the 'Create cover letter' button and then on 'Create new cover letter' on the right. Remember to save your cover letter as a PDF and download it at the end. Always save your data before closing the browser, otherwise all data will be deleted.



## Solutions with background information

### Structure of a cover letter

1. **Sender and recipient:** your address, the address of the company and the contact person.
2. **Subject line:** a brief reference to the advertised position, e.g. '*Application for the position of [job title]*'.
3. **Form of address:** a polite salutation, ideally with the name of the contact person.
4. **Introduction:** an appealing introduction that sparks interest and specifies the position you are applying for.
5. **Main section:** this is where you discuss and compare the job requirements and your personal skills, as well as highlighting your relevant experience and qualifications. So take another closer look at the requirements in the job advertisement.
6. **Motivation:** a reason why you are applying to this company, incorporating the company's core messages.
7. **Conclusion:** a positive conclusion with a request for an interview and a thank you.
8. **Signature:** handwritten signature; for online and email applications: either a scanned signature or, if not available, type your first and last name.

### Job requirements and personal skills

When analysing the job requirements, it's important that you read the job advertisement very carefully. Requirements may include technical skills (programming/language skills) as well as social skills = soft skills (e.g. ability to work in a team, resistance to stress). Personal skills are often just as important. Keywords such as 'flexibility,' 'reliability' and 'creativity' help to highlight your own strengths and tailor them precisely to the job advertisement and the company's requirements.

### Summarise the key stages in your education and career

When summarising your education and career, it's advisable to present them in reverse chronological order. Starting with your most recent educational attainment and relevant qualifications, followed by work placements and work experience, you can highlight the key points that have shaped your educational and career path.

### Incorporating key messages

To write a convincing application, you should address certain aspects of the company. These include, for example, the corporate culture, values and current projects that are important for your own motivation. This information can often be found on the company's website, in press articles or in social media posts. It's helpful to explain how your personal values and goals align with those of the company.

### Reason for your application

You should state your motivation for applying clearly and authentically. You could explain why you're interested in the industry, what aspects of the company philosophy appeal to you and how you want to contribute to the success of the company. A convincing motivation demonstrates a genuine interest in the position and a willingness to play an active role in the company.