

# WRITING AN APPLICATION

Elena Winter  
Rotebühlstraße 2  
70178 Stuttgart  
Germany

19 February 2017

Dear Mr Smith

Elena Winter  
(Elena Winter)

Mr Ben Smith  
ABC Ltd  
12 North Street  
Brighton  
BN1 1RE  
England

Encl.  
CV  
Certificates

Yours sincerely

I have seen your advertisement at [www.careersforall.com](http://www.careersforall.com) and I am very interested in the open position. I'm currently training to be a sales assistant in the automotive industry and looking for an opportunity for work experience abroad.

After over two years of experience in international sales through my in-company training, I possess the necessary qualifications you list as requirements. I'm a native speaker of German and have strong English competence from dealing with international business partners and customers. Moreover, I have strong computer skills as I work with MS Word and Excel on a daily basis.

I would welcome a personal interview to discuss my qualifications. Thank you for your time and consideration.

I look forward to hearing from you soon.

Your job advertisement of 17 February 2017 on [www.careersforall.com](http://www.careersforall.com)