

[First name + name]
[Street name + house number]
[Postal code + City]

[Contact Person (or Company)]
[Contact Function + Company]
[Postal Code + City]

[City, Date (July 22, 2017)]

Subject: Apply for HR management function at MotivationLetterExample.com

Dear Sir / Madam [Name],

Via the website of [company] I came into contact with your company. The activities, previously done projects and the establishment of [company] intrigue me. This was therefore the driving force of applying for this vacancy. I completed my studies in June 2017 and within the framework of this program I completed a three-month internship in [internship company]. I have a passion for motivation letters and like to be motivated. From reactions from my internship coach and fellow colleagues, I realized that my motivation is a plus.

During my study, we were given the opportunity to collaborate with Coca-Cola and this for drafting a motivation letter. It was a great experience to work in a team, to write each step consciously and to be proud of our own motivation letter.

I am currently [writer] at [current company] where I write motivation letters in the business world. In this job I developed my communicative skills and I train on helping with job interviews. I am a motivated and jovial person and always to be found for a new challenge.

For more detailed information about myself, I would like to refer you to my resume. I am also pleased to explain this to you during a job interview.

With best regards,

[First name + name]