

# FIRST NAME LAST NAME

## GREETING

- Try to find the full name of the person this cover letter is addressed to.
- Dear hiring manager / Katariina Heikkinen / Mr. Mika Miettinen
- Localisation tip: Hei UPM:n rekrytiimi!

## SALES PITCH & MOTIVATION

- Sales pitch as a constructive introduction.
- Your motivation to apply for this position.

## SPEAK TO THE ROLE

- Describe 1-2 most relevant experience of yours and tie back to the job description.
- Highlight the key achievement, skills and specialties that make you very well suited for this particular position.
- Do not restate or narrate your resume here.

## CAREER CHANGE?

- If you have changed your career path, use 1 sentence to talk about it.
- Emphasize how the knowledge and skills from the previous career can be transferred to the new career and more specifically to the role.

## SUMMARY & CALL TO ACTION

- **Briefly** summarize why you are the most suitable candidate for the role.
- Call to action (interview, further discussion, etc.)

## SIGNATURE

Sincerely, (localization tip: Ystävällisin terveisin)  
First name Last name

### Contact Information

Address

Phone

Email

LinkedIn or Portfolio

## Example 1

Hei,

As a mechanical engineer, I am interested in the summer worker position at Konecranes, which I read on your website.

I graduated with a bachelor's degree in mechanical engineering from Visvesvaraya Technological University in India. After that, I worked as a service engineer in M.A.W. Earthmovers Pvt. Ltd. at Kathmandu in Nepal. Developing and maintaining relationship with customers was my primary responsibility. My role as a service engineer was to respond to the customer complaints regarding the products and services offered by the company through technical solutions. Among them were repairing, testing, maintaining, and monitoring the performance of the products. In addition, I prepared the reports on customers' demand.

I am self-motivated to complete tasks on time with minimal directions. I have a resourceful approach to problem-solving, tackling challenges and consider obstacles as a learning experiences. I'm always willing to take greater responsibilities to help. I can also take initiative and get things done on my own. I will settle with my role and teams very quickly. I am confident that I will bring these qualities to this position with your organization.

I will be happy to tell you more about myself and the skills and abilities that will benefit your organization during the interview. I look forward to hearing from you soon. Thank you in advance.

Ystävällisin terveisin,

First name + last name

## Example 2

Dear hiring manager,

Upon learning about the Project Coordinator posting with Xpax, I was eager to contact you with my interest. When reviewing the job description, I was excited to see how well my experience aligns with your company's needs and position requirements. From reading your company's website, I feel your core mission and culture suit what I offer as a professional.

As an adept Project Coordinator, I have a well-rounded skill set in meeting coordination and honed talents in program management and project reporting, making me an ideal fit for the Project Coordinator position. I am skilful at using project planning digital tools such as Microsoft Panner in planning my own work and my cooperation with my teammates, which results in my high efficiency in managing projects and maintaining high quality of work at the same time.

In addition, I am recognised as a great communicator and communicative collaborator. My previous roles have strengthened my capabilities in organization and problem-solving, including a keen attention to detail and accuracy. I understand that paying attention to details create more excellent experience for customers and I believe that my detail-oriented mindset can contribute greatly to the success of running projects in this position.

I am excited at the prospect of bringing my talents to Xpax. I look forward to hearing from you, at your earliest convenience, to discuss how my experience and qualifications will prove valuable in the Project Coordinator role.

Thank you for your time and consideration.

Yours sincerely,

First name + last name

## Example 3

Dear Mr./Ms. Heikkinen,

As a long-time fan of your products, I'm thrilled at the opportunity to bring my unique style and passion for beachwear to the company.

Identifying innovative approaches and improved solutions to business challenges both motivate and drive me. Observation, inspiration, and determination are my foundation for success. My philosophy is that introducing fresh perspectives and new techniques allow businesses to evolve and grow. Like Indeed.com, my goal is to remain on the cutting-edge of advancements.

Formerly in my Visual Designer Intern role, my successes have stemmed from essential skills, including 2D and 3D modelling and photography. I have enhanced my customer service abilities and cultivated a reputation as a major contributor through communication and innovation. I am a collaborative team player who is always searching for opportunities to impart valuable insights. With these qualities, I can facilitate positive change and its impact.

For a greater presentation of my background and qualifications, please review my attached resume. I am eager to speak with you and greatly appreciate your consideration.

Yours sincerely,

First name + last name

### Read more

Finrepo: <https://finrepo.fi/en/write-a-job-application>

Indeed Career Guide:

[How to write a Cover Letter \(with steps, examples, and tips\)](#)

[Cover Letter vs. CV: Definitions, Differences and Tips](#)

Zety: [How to write a cover letter for any job in 8 simple steps](#)