

7. It's also about showing a good personality! Who wouldn't rather have a communicative, open team player on board instead of a grumpy, arrogant lone-wolf. Therefore, write in a friendly tone e.g. you speak directly to people, your team, your projects – you would like to strengthen these, support them, actively engage with them etc.
8. Place and date entry: don't write "London, on the 08/09/2015", but write "London, 08/09/2015"
9. Always give 1-2 examples of the tasks that you have undertaken for the activities you mention in your cover letter. These can be different to those in your CV, but don't have to be. Therefore vary your examples.
10. Include the required skills and competencies from the job description as much as possible. For example, software and soft skills such as the ability to communicate, and give an example of where you have already applied these skills. Make sure you do not repeat the whole job description word for word, just pick out a few key terms.
11. Don't list attachments one by one, just add the word 'attachments' at the bottom of the cover letter.
12. Letters such as cover letters should always be written left aligned, single spaced and with a ragged right margin. They should not be justified. This is because they are business letters, which have to conform to the standard DIN 5008.
13. Don't use a subjunctive in the closing statement but rather: "I look forward to an invitation to discuss this further in person."



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Do you still have questions? We are happy to provide personal advice:

<http://www.uni-due.de/abz/career.php>

Good luck with your application!