Alternative 1

Dear Recruitment Team/Hiring Manager,

**Opening paragraph**: Grab the recruiter’s attention – mention the job you are applying for and where you heard about it and then “why I applied for this job and this company’

**Second - Third paragraph**: what values do you bring to the table in terms of skills and experiences

**Fourth paragraph:** why are you a good fit for the company and vice versa

**Conclusion**: Reiterate/summarize your motivation and good fit, invite them to contact you

Sincerely,

Jane Doe

Alternative 2

Dear Recruitment Team/Hiring Manager,

**Opening paragraph**: Grab the recruiter’s attention – mention the job you are applying for and where you heard about it and then “why I applied for this job and this company’

**3-4 bullet points:** where each point is a requirement of the job (or requirements clubbed together) – showcase with a real-life example how you fit that skill or requirement and circle back to how you will bring the same skills to the table at this company.

**Conclusion**: Reiterate your motivation and good fit, invite them to contact you, mention anything else that might be relevant (language, work permit, availability etc)

Sincerely,

Jane Doe