

## 1. Eröffnung: Grund des Schreibens, Verweis auf angestrebte Position

- I hereby apply for the position of ...
- I was particularly attracted by the description of duties and responsibilities as posted on your website. Please therefore find attached the completed personal history form and my CV for your consideration.
- The description of the duties and responsibilities of the ... in the Services Section at the Office ... as posted on your website have attracted my attention. Please find attached my personal history form and curriculum vitae.
- It was with great interest that I read your recent vacancy ... . ... requires a unique blend of expertise in ..., along with in-depth ... knowledge. I believe that my qualifications are an ideal match for this position and am confident I would make a valuable and immediate contribution to your operations.
- It was with great excitement and enthusiasm that I found the vacancy for ... Throughout my career, I specialized in that particular field of expertise and am presently looking for a new challenge within an international environment focusing on the more fundamental aspects of (development cooperation).
- I read with interest the aforementioned vacancy announcement for .... I feel my experience reflects the skills you are seeking and believe my knowledge and expertise are very relevant to the position advertised.
- I was delighted to read your vacancy announcement for a ... in the ... because I feel my qualifications would very much suit the requirements of your organization.

## **2. Berufliche Situation: derzeitiger beruflicher Status / berufliche Erfahrungen**

- I presently work as ... in .... I am responsible for ..., including collaboration with governments, civil society and other international and UN organizations. Prior to this, I acted as ... of the ... for ... years.
- Currently, I work as ... in the Division ... at .... My responsibilities include .... This concerns also ....
- I currently work as a ... at ..., a position I have held for ... years. Within ... (...Department of ...) I provide legal advice on a range of international, civil and administrative law issues relating to .... My tasks include ...
- Currently working as .... I am responsible for .... The focal points of my activities are ....

## **3. Schlüsselqualifikationen: für die Bewerbung zentrale Kenntnisse, Fähigkeiten und Berufserfahrungen**

- In my present post, I also build on the knowledge and experience gained in my academic career. During my studies of ... at the University of ..., I focused on ..., including relevant internships and summer schools. Working as a ... I continued my specialization in ....
- During these two assignments, I have gained valuable experience both in responsible organizational management and in the work of the UN family.
- In previous postings at the German and European political level, I engaged in parliamentary and international negotiations, including .... In 1998, I coordinated ...
- As to your need for a ..., I have an extensive background in ...
- Particularly through my work as member of the ... in charge of ... and my work for the ... in the field of ..., I have gained considerable, long-standing experience in ... and have covered various important areas dealt with by the .... This includes ...

- I am generally well acquainted with the working and negotiating environment in ... because of my previous posting to the ....
- As ..., I held management responsibilities for an office and staff operating under difficult conditions and was later able to gain additional experience in ... in other parts of the world.
- As ... I was responsible for ... in the field of ...
- In addition to the above, I have been called upon to provide advice on public international law matters, including those relating to ...
- Due to my work in ..., I have considerable experience in the area of ...
- With my background in ... as well as ..., I am convinced that I would be an asset to the (organization). Moreover, I have working experience in ...
- Before joining ..., I gained extensive experience in ... and maintained very active research cooperation worldwide. These projects included ...

4. **Motivation = der Beitrag, den Sie leisten möchten**

- My current work has once more shown me the need for international cooperation when ..., in particular with regard to.... I would therefore very much like to take up the challenge and opportunity to contribute to the immensely important work of ... in this field.
- Ever since, I have been fascinated by the idea of achieving ... and in particular the institutionalization of this idea, the .... I would very much like to contribute to the ... success by ensuring a smooth and predictable provision of services to the ....
- In addition, I have solid organizational leadership and decision-making skills that can make an immediate contribution to your operations and organization development.
- As a member of your (management) team, I am confident that my innovative and results-oriented approach would make a significant contribution to the continued success of your organization.

- I am confident I can bring with me a package of skills, experience and abilities that will provide you with an invaluable resource.
- In particular with the skills and experience I have acquired in/at ..., I believe I could make a valuable contribution to (your organization).
- Hier sollten Sie entsprechend dem Ausschreibungstext noch konkret auf Ihre Vorstellungen und Vorhaben für die gesuchte Aufgabe eingehen.

5. **Abschlussformel: freundliche Bitte um ein persönliches Gespräch**

- I look forward to hearing from you.
- I look forward to meeting you in person.
- I would appreciate an opportunity to meet with you and discuss further my background as well as the contributions I could make to your organization. Your time and consideration are greatly appreciated.
- Please feel free to contact me should you require any further information. Thank you.
- I will gladly furnish you with any further information you may require.
- I would appreciate an opportunity to meet with you and discuss in greater detail my background and the contributions I could make to .... I look forward to hearing from you soon.

6. **Grußformel, Unterschrift**

- Yours sincerely,
- Yours faithfully,