



ZBP
CAREER CENTER

Example

Letter of motivation



Erica Example
Welthandelsplatz 1
1020 Wien
+43 313 36 4968
erica.example@email.at

Dream Company
Logistics department
Mr. John Doe
Wunschstraße 3
1200 Vienna

RE: Application for Logistics Project Employee
Position Ref. No. 7839

Vienna, January 18, 2XXX

Dear Mr. Doe,

I first got to know Dream Company in the course of a WU project about best practices in the field of logistics. Since then, I have been following your company's exciting projects, such as the optimization of baggage handling with the aid of locatable RFID labels.

Next month, I will graduate from WU and I look forward to a new professional challenge. I would like to work for Dream Company, in order to apply and deepen my knowledge and skills, which I acquired through my specialization in Transportation and Logistics.

At Career Calling, I had the opportunity to talk to your employee, Caroline Pattern, and gain insights into your corporate culture and the everyday work of project employees. What appealed to me in particular, since I am a proactive and hands-on type of person, was that new employees get to take on responsibility quickly.

I am currently employed as a customer advisor at Sample Company where I can utilize my passion for sales. I advise our logistics customers and give support throughout the entire contract and transport process. Every day, I succeed in finding customized solutions to satisfy the needs of both sides, while proving my strong customer service skills and flexibility as well as my ability to work under great pressure. As part of an international project on "Smart Logistics", I act as a transnational link between our most important partner companies and the in-house departments, which helped me to perfect my English skills. My interaction with diverse people and cultures on a regular basis also requires a high degree of openness.

Due to my personal background and professional experience I can be job-ready in a very short period of time. Considering my notice period of one month to the end of the month, I am available from March 1st, 2XXX. My desired salary is in the range of € 35,000 – 37,000 gross/year.

Thank you for your time and consideration. I look forward to discussing the opportunity to join your company.

Yours sincerely,

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Provide your contact information.

GENERAL TIPS

- Customize your motivation letter to fit each job – don't send generic letters.
- Keep it to 1 page

Dream Company
Logistics department
Mr. John Doe
Wunschstraße 3
1200 Vienna

RE: Application for Logistics Project Employee
Ref. No. 7839

Note the job for which you're applying in the subject line (incl. reference number, if included)!

Dear Mr. Doe,

I first got to know Dream Company in the course of a WU project about best practices in the field of logistics. Since then, I have been following your company's exciting projects, such as the optimization of baggage handling with the aid of locatable RFID tags.

**Answer three questions:
Why this company/industry?
Why this position?
Why you?**

Next month, I will graduate from WU and I look forward to a new professional challenge. I would like to work for Dream Company, in order to apply and deepen my knowledge and skills, which I acquired through my specialization in Transportation and Logistics.

Highlight the skills and experiences that are particularly relevant to the job or industry.

At Career Calling, I had the opportunity to talk to your employee, Caroline Patter, and gain insights into your corporate culture and the everyday work of professional employees. What appealed to me in particular, since I am a proactive and hands-on type of person, was that new employees get to take on responsibility quickly.

Emphasize your strengths with/by giving concrete examples.

I am currently employed as a customer advisor at Sample Company where I can use my passion for sales. I advise our logistics customers and give support throughout the contract and transport process. Every day, I succeed in finding customized solutions to satisfy the needs of both sides, while proving my strong customer service skills and flexibility as well as my ability to work under great pressure. As part of an international project "Global Logistics", I act as a transnational link between our most important partner companies and the in-house departments, which helped me to perfect my English skills. My interest in diverse people and cultures on a regular basis also requires a high degree of openness.

Keep your sentences short and to the point – avoid convoluted sentences!

Avoid subjunctives, such as "would", "could", ...!

Due to my personal background and professional experience I can be job-ready in a very short period of time. Considering my notice period of one month to the end of the month, I am available from 01.03.20XX. My desired salary is in the range of € 35,000 – 37,000 gross/year.

If indicated in the ad, make sure to provide information about salary and availability.

Thank you for your time and consideration. I look forward to discussing the opportunity to join your company.

Yours sincerely,

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