**Mr NAME SURNAME   
ADDRESS, POSTAL CODE TOWN  
TELEPHONE**[MAIL@MAIL.FR](mailto:MAIL@MAIL.FR)

**NAME OF THE ORGANISATION  
ADDRESS, POSTAL CODE AND TOWN**Done at **VILLE** on **DATE**

Object: Cover letter for the position of **TITLE**

Dear Mrs **NAME**, Dear Mr **NAME**,

I am currently **STATUS (student, non-employed…)** and I am writing to you to ask for a position as **TITLE** at **NAME OF THE COMPANY**. I am available from **DATE** and am willing to work with you.

I would find such position interesting, especially considering **NAME OF THE COMPANY** has had a long experience in **DOMAIN 1** and **DOMAIN 2**. I have worked as a **TITLE** at **NAME** and as **TITLE** at **NAME**. Both these experiences have helped me in developing helpful skills, such as **SKILL 1** or **SKILL 2**. Such skills are definitely critical for the position the company is offering. Typical missions indeed include **MISSION 1** and **MISSION 2**, for which it is important to demonstrate enough adaptability and flexibility in order to always be responsive to the evolving situations. I deepened such skills through my charity work as a **TITLE OF THE POSITION** for the **NAME** Charity. **MISSION 1** and **MISSION 2** represent two typical missions for which I had to make good use of the skills I acquired through my professional work.

I also understand such a position requires to work efficiently as a team: it is therefore of utmost importance to developing and maintaining good social relations on the workplace, as well as being able to remain professional under all circumstances.

Furthermore, I have developed a keen interest in **DOMAIN 1** through my academic work. I have indeed studied **TITLE** at the University of **NAME**. These studies have helped me in developing work methods, organisation and prioritisation of tasks. I am therefore able to work efficiently and according to the most pressing objectives and expectations.

Thanks to the skills I acquired and to my high motivation, I am convinced such a collaboration would be mutually profitable. I am also willing to learn new ways of working, acquire new skills, so that my profile can perfectly fit the position.

Mrs **NAME**, Mr **NAME**, I thank you for your attention and am looking forward to hearing from you,

**YOURS FAITHFULLY / BEST WISHES / ALL THE BEST,**

**SURNAME NAME**

**IF NOT TYPED, PLEASE SIGN**