

Musterstadt, den XX.XX.20XX

Firmenname

Frau/Herrn Ansprechpartner
Strasse Nr.
Postleitzahl und Ort

Max Mustermann
Mustergasse 123
12345 Musterstadt
Tel.:010/123456
Handy: 0160/123456
m.mustermann@mustermail.de

Dear Dr X,

Application for the post of bilingual-secretary

I noticed with interest your advertisement in yesterday's edition of the "Brighton Chronicle" and am very interested in applying for the position of bilingual secretary.

At the end of March, I hope to graduate as a European secretary from the Commerce and International Trade and Language Academy in Brighton. As I wish to start my professional career as soon as possible after my studies, I shall be available for work as of 1st April 2022.

I am very familiar with computer processing applications (Word and Excel) and I thoroughly enjoy the challenge of managing all secretarial and organisational tasks independently.

Furthermore I am very competent in English, French and German shorthand/typing and very much enjoy both the written and verbal communication, as well as the contact I encounter with other people, through using my foreign language skills.

Thanks to my previous holiday job as an office assistant, I was able to gain an insight into the day-to-day running of an office. My other occupation as a hostess, dealing with an international public at the "Summer 2000 Garden Construction Exhibition" in XXX, gave me immense pleasure.

I hope that my application will be seriously considered and I look forward to hearing from you in the near future.

Yours sincerely

M. Mustermann
Max Mustermann

Anlagen

Lebenslauf mit Foto
Studiumsabschluss
Ggf. Arbeitszeugnisse
Praktikumszeugnisse