

Hans Müller
Schulstraße 2,
88888 Neustadt,
Germany

Absender
oben rechts

Datum ohne Ort

TT MM JJJJ

John Smith
Senior Research Chemist
International Chemistry GmbH
Worklane 7
BC 78901

Empfänger (Name,
Position) oben links
unter Datum

Dear Mr Smith,

Am Anfang

Keine Betreffzeile!

I am writing to apply for the position of Chemical Laboratory Assistant, as advertised on your website.

Wo hast du die Anzeige gefunden?

The opportunity presented in your advert is very interesting, and I believe that my profound training and my former work experiences as a Chemical Laboratory Assistant in the German Chemistry GmbH will make me a very competitive candidate for this position.

Aus-
bildung/
Fähig-
keiten

After my graduation from secondary school I have performed a dual training with trade school and practical education in a large firm for chemical research and product development in turns. Because of my quick-wittedness and excellent performance I was able to shorten my training of three and a half years for six months. In particular I have acquired basic skills concerning the daily work of a laboratory, e.g. in analysing inorganic and organic chemical compounds, how to conduct microbiological projects and how to use the software to contain records of all performed tests.

Position,
Arbeits-
stelle,
Schwer-
punkt

Due to my achievements during the training, the company Chemistry GmbH in Neustadt wanted to keep me as an employee and offered me the position of a Chemical Laboratory Assistant. In particular my tasks were to prepare the laboratory for experiments with all required chemicals and apparatus, to conduct compounds with regard to safety and hygienic standards and to maintain records of all performed tests and classify them with a special computer system. My emphasis laid on the study of new materials and the possibilities to develop them.

Spezielle
Leistung

The highlight of my activities was to participate in a cross-national cooperation with a chemical company from Japan. The exchange included one month of the Japanese team in Germany and vice versa. During this time I was able to research in an international team on new materials for the automotive industry and to implement the findings in Japan with new technology. Working with colleagues from another company and in English really enriched my experiences.

I would very much welcome the opportunity of an interview to present myself personally.

Please find my CV attached.

Bitte um Einladung
zum Gespräch,
Verweis auf Anhang

Yours sincerely,

Grußformel am Ende

Hans Müller