

VOORBEELD SOLLICITATIEBRIEF ENGELS

[jouw naam]
[jouw straat]
[jouw postcode en stad]
The Netherlands

[bedrijf]
[adres]
[land]

[datum]

Dear Ms. [naam],

I am writing to you in regards to the position for [functie] which was advertised on [vacaturesite] on [datum vacature]. I believe my background matches your requirements and I would be an asset to your company. I am a [omschrijving van jouw functie] with extraordinary [vaardigheden] skills. I also thrive in an international environment.

I have enclosed a copy of my cv to provide you with an overview of my skills and experience. I have had three years experience working as a [functie] at [bedrijf] in [locatie]. I am a hard worker who is not afraid of a challenge. I am dedicated to doing whatever it takes to achieve outstanding results.

I am familiar with [eventuele relevante programma's waar je ervaring mee hebt]. I am ready to take on more responsibilities and I am very eager to learn new tasks.

I would gladly meet with you in person to discuss your needs and my qualifications.

Thank you for your time and consideration.

Yours sincerely,

[handtekening]

[naam]
[telefoonnummer]