(Insert date here)

Dear Ms. / Mrs. / Mr. ….. ,

OR

Dear Sir / Madam,

I am submitting my enclosed CV for your consideration for the …………. position (insert position information here) which has been posted / advertised on …….. (insert where you heard / saw the job posting).

I am in my …… (insert your year here) year at İstinye University, majoring in ……. (insert your major here).

(In 1-2 paragraphs you may answer below questions:

* What are your past experience / competencies / skills required by the position?
* Why are you eligible / suitable for this position? Describe your characteristics / skills suitable for the position and give examples if possible.
* What can you offer for this position / institution? You may talk about your achievements.
* Why are you interested in the company / institution and position you applied for? Why do you want to work in this sector / department or company? What makes you excited about the job?
* Add if you have any information about the company specifically.
* If you are sending a general application, explain your career objective / expectations.)

I believe I am an eligible candidate for this position with my educational background and competencies. I would very much like to be a part of (Insert company / institution name here). I look forward to the opportunity to discuss my application and how I can contribute to your institution in more detail in a face-to-face interview.

Thank you for your time and consideration.

Kind regards,

Name Surname

Address

Phone number

e-mail