

**Cover letter**  
**in response to the job offer No. \_\_\_\_\_**

Dear Sir (Dear Madam / Dear Sir or Madam),

1. Reason for contact

I write to you in response to the job offer for *(name of job position)* with number *(insert offer number)* found on the website *(on the portal / in the career section – insert portal name e.g. pracuj.pl /section)*

2. Description of experience

I am ... Specialist / Manager / Director with experience in ... *(Short presentation – it should be composed of 3-4 sentences / information on your experience gained so far, conforming to the requirements listed in the job offer description).*

3. Motivation for work

Your recruitment project conforms to my professional purposes / career plan and the coincidence of your expectations with my competences encourages me to participate in the recruitment process.

4. Invitation to contact

Please find the details concerning my professional career / experience gained so far in the attached CV. I will be pleased to answer to all your questions during personal meeting or a telephone conversation.

Kind regards,  
Anna Kowalska  
[mail@mail.pl](mailto:mail@mail.pl)  
tel.: 123 456 789