

SAMPLE APPLICATION FOR ADVERTISED JOB

Company

Address

Postal code, City

Att.: Name, job title XX.XX.XX

As agreed upon with your product development manager, XXXXXXXXXXXX, I am forwarding a motivated application for the job as student assistant/intern at XXXXXXXXXXXX.

I am applying for the position because I see a good match between the focus areas and core values in your development process and the competences I have accumulated during my XXXXX studies and projects in collaboration with XXXXXXXXXXXX.

Based on this I would like to emphasise the following key competences and experiences that are relevant to the job as a student assistant in the development department:

- Find the relevant competences in your competency profile and list them here:
- Competence 1
- Competence 2
- XXXXXXXXXXXX
- XXXXXXXXXXXX

I have honed my ability to apply and communicate my skills and involve users as colleagues in development processes in many different contexts. Through my project I have gained considerable experience with end-user involvement in the development process, and I also have teaching experience on a university level.

Personality-wise, I am extroverted, action-oriented and hard-working with a lot of will power.

I look forward to a personal interview and a rewarding cooperation in the future.

Kind regards,

YYYYYYYYYYYY

SAMPLE UNSOLICITED APPLICATION

Louis Poulsen Lighting
Att.: Henrik Christensen
2015

Copenhagen, 8 October

Development engineer focusing on user-centred design, specialising in lighting

In the spring I met with Anne Bay in your development department at Gammel Strand. Based on this interesting conversation I believe that my competences as a product developer with a specialisation in lighting may contribute to your development department. Hence, I would like to apply for a job with your company.

I have a degree in Design Engineering, and during recent years I have worked with lighting, partly in the Le Klint development department, and partly during my bachelor project. On these occasions I have gained experience with:

- Prototype manufacture in different materials
- Test of light quality
- Considerations about material and production – often in close collaboration with the production unit
- Studies of lighting, basic knowledge about sources of light, fittings design, technical requirements, standards, etc.
- User need and market research and analyses
- Preparation of design brief – including technical product requirements
- Test of material samples
- Product development from concept to implementation
- Collaboration and communication with external designers

My background as a design engineer makes me a bit of a “Gyro Gearloose”, thinking creatively and out of the box. I do not hesitate to grab the screwdriver and work my way towards a prototype in order to explore the potential of an idea. As an industrial designer and construction engineer I can take active part on all levels of a development project. Lighting is my passion! I look forward to a personal interview. I will call to make arrangements in the near future.

Kind regards,

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