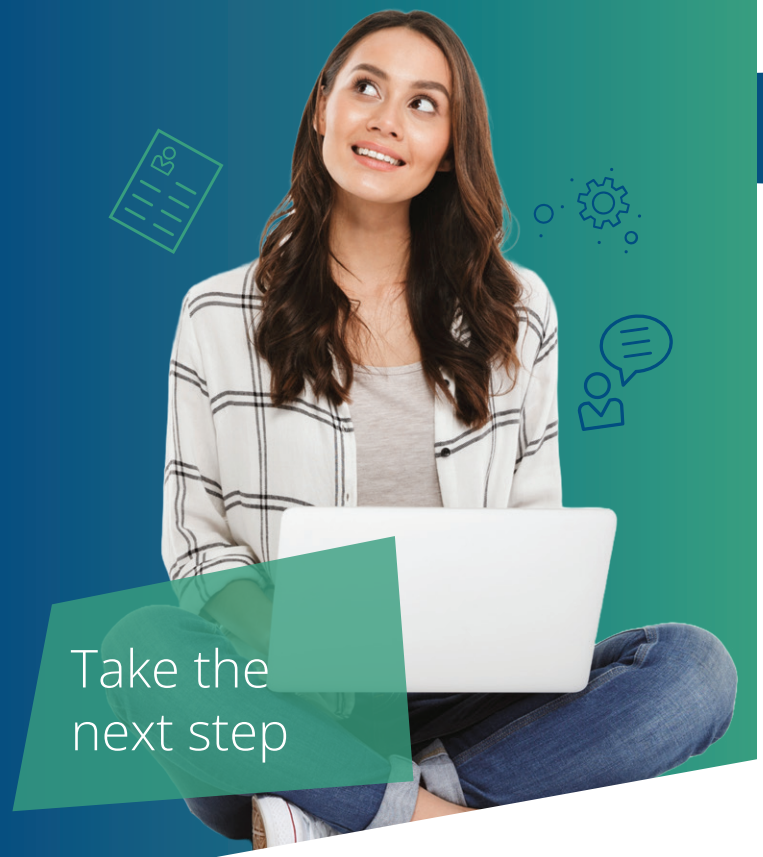
europass

Europass
Cover Letter



Take the next step

AGENCY FOR MOBILITY AND EU PROGRAMMES

Co-funded by the European Union

How to Write a Good Cover Letter?

A cover letter is a powerful tool to showcase why you are the ideal candidate for a job. It allows you to meaningfully connect your CV with the job requirements, highlight key skills, and clearly state why you are the right fit for the role. A well-written cover letter adds authenticity and persuasiveness to your application, making it easy to stand out.

Structure of a Cover Letter

ANA NOVAK
Frankopanska 26, 10000 Zagreb (Hrvatska)
info@europass.hr

← Applicant information

Prima: G. Perić Pero
Europass Hrvatska
Frankopanska 27, 10000 Zagreb, Hrvatska

← Organisation information

Predmet: Stručni suradnik za rad na projektima

Poštovani g. Periću,

ovim putem želim iskazati interes za rad na radnom mjestu stručnog suradnika za rad na projektima koji je objavljen na mrežnim stranicama Agencije XYZ.

← Introduction

Uskoro će biti dvije godine otkad radim kao programska djelatnica na poslovima u okviru projekata razoja obrazovanja. Tijekom tog razdoblja detaljno sam upoznala pravila programa, ispratila dva projektna ciklusa sa svim popratnim poslovima. Osim toga, sudjelovala sam u dodatnim horizontalnim poslovima, aktivno sudjelovala u radu IT odjela te sam pratila financijske i računovodstvene procese, čime sam stekla uvid i u rad ostalih odjela.

Rad na mjestu stručnog suradnika na projektima zasigurno bi jako doprinio mojem daljnjem profesionalnom razvoju, proširio znanja i kontakte te donio dodatne izazove u radu, napose zbog većeg opsega poslova na tom radnom mjestu i njihove kompleksnosti te važnosti područja općeg obrazovanja u sklopu djelatnosti Agencije.

← Main body

Nadam se da ćete me na temelju mojih, stručnih kompetencija, iskustva rada, razine marljivosti, prilagodljivosti, odgovornosti, samostalnosti, kao i pozitivne želje za unaprjeđenjem razmotriti kao kandidatkinju za preuzimanje pozicije stručnog suradnika za rad na projektima.

← Conclusion

S poštovanjem
Ana Novak

← Name and surname (signature)
Attachments

1. Introduction

- **Address the letter correctly:** If possible, personalize your greeting by addressing the hiring manager by name and title.

"Dear Ms. Horvat..."

- **Clearly state the position you are applying for:** Specify the job title and where you found the job announcement.

"I am applying for the position of expert associate in the Finance Department, as advertised in..."

- **Start impressively**: Your opening sentence should capture attention and encourage the reader to continue.

"I am writing to express my sincere interest in the International Project Manager position, as advertised in..."

Take advantage of every opportunity!

A cover letter is not just for job applications – it can also be used when applying for educational programmes, training courses, or other professional development opportunities.

2. Main Body

Why are you interested in this job?

Explain what attracts you to this position and why you want to work for this particular employer. Be honest and specific – avoid generic phrases like: "I think I am the ideal candidate" without providing further details.

Instead of "I am a communicative person", write "During my internship at a marketing agency, I received excellent feedback on my ability to build strong client relationships."

What YOU can offer the employer?

Explain how your skills and knowledge can contribute to the company's success. Connect your abilities to the specific requirements of the advertised position.

Provide concrete examples

Rather than simply listing your skills, illustrate them with real-life examples. For example, describe how you successfully tackled a challenge, worked within a team, or achieved measurable results.

3. Conclusion

Show enthusiasm: Show that you are genuinely interested in the opportunity.

Invitation to interview: Mention that you would welcome the chance to discuss your qualifications in person and that you look forward to hearing from the employer. End on a positive note.

"Given my qualifications, experience, and knowledge, I look forward to the opportunity to further discuss how I can contribute to your team."

Final Tips!

- **Research the organisation:** Understand its mission, values, employees, and work culture.
- **Analyse the job description:** Identify key skills and knowledge required for the position.
- **Answer the key question:** *Why you are the right person for the job?*
- **Tailor your letter:** Avoid generic applications that seem impersonal.
- **Be consistent with your CV:** Your cover letter should align with the details in your CV.
- **Keep it concise:** Be clear and to the point – limit your letter to one page.
- **Add a personal touch:** Although the cover letter is a professional document, let your personality shine through.
- **Check spelling and grammar:** Proofread carefully – if possible, ask someone else to review it before sending.

www.europass.hr
www.ampeu.hr

Did you know? You can easily create a cover letter using Europass online editor!

Visit https://europass.europa.eu for more information.

europass

euro|guidance

Agency for Mobility and EU Programmes
Frankopanska 26
10000 Zagreb
+385 (0) 1 5005 635
info@ampeu.hr
www.ampeu.hr
www.europass.hr
https://europass.europa.eu
www.euroguidance.eu

AMPEU - Think Sustainable, Act Green

This leaflet was produced with the financial support of the European Commission. Responsibility for the information and views set out in this leaflet lies entirely with its authors; the European Commission may not be held responsible for any use of the information contained therein.
Zagreb, 2025