

Application letter

Dear Sir/Madam,

I am writing in response to your advertisement for the position of sales manager which was advertised on the 'profession.com' website. I believe that I would be the most suitable person for this post.

First of all, let me introduce myself: I am twenty-seven years old and I work and live in Budapest, Hungary. I got a master's degree in 2011 at Corvinus University, which is one of the best higher education institutions in my country. I have the knowledge of the important languages considering the position you offered, including English, German and Polish. Regarding my present job, I have worked for my firm, the Mandragora Project Management Office for three years.

As for my personality, I am fast, reliable and accurate who is a good team player. This due to the fact that I worked for the school journal where I was the leader and I had to do everything under time pressure but it was not allowed to make a mistake. Furthermore, I am well-organized since I have worked as a conference organizer for three years and I was the person who organized the most important events at the university, too. Besides, I am able to work under pressure. Last but not least, I would like to mention that I am extremely motivated and this is the reason why I decided to resign my present job as it is not challenging enough for me.

It would be wonderful if you could consider my application for the position. I look forward to hearing from you in due course.

Yours sincerely,

Lili Szentkirályi