*(your address without name and surname in upper right corner)→* Ljubljanska cesta 3

1000 Ljubljana

Slovenia

*(leave empty line)*

*(date below your address on the right)→* 24th January, 2012

School of Media Studies *←(the recipient's address below the date on the left)*

23 Baker St.

236 BO12 London

Great Britain

*(leave empty line)*

Dear Sir or Madam, *←(greeting; use Mr. or Mrs. and surname if you know it, eg. Dear Mr. Novak; do not use !)*

*(leave empty line)*

 My name is Jan Vesel and I am writing to you to apply for the position of a media studies teacher at your school. I saw your add on the website of the Ljubljana Unemployment Centre on 17th January, 2012. *←(in the first paragraph introduce yourself and state the reason for writing)*

 I went to Secondary school of multimedia and graphic design in Ljubljana, where I graduated in 2008. Then I studied at the Institute and Academy of Multimedia in Ljubljana, earning my degree in 2010. I studied media production. *(divide the text into several paragraphs)*

 I know how to work in Windows and MacOS environments; I know how to prepare documents and presentations in Microsoft Office programmes and similar applications. I can edit pictures in programmes like Photoshop. I have a working knowledge of designing web pages in Dreamweaver and Flash. I can also produce 2D and 3D computer animations in Flash and 3DMax. I know how to operate a film camera and how to edit movies in Final Cut Pro. *(use formal language)*

 I can speak English and Croatian fluently; I also know a bit of German. I have a driver's licence and my own means of transport. *(be polite and emotionally neutral)*

 My previous jobs include working as a photographer for a photo studio in Ljubljana and some student jobs. Now I would like to take on a more challenging and rewarding position, preferably within your organisation. *(do not use contracted forms like 'isn't' or slang expressions)*

 I am a very hard-working person and have great organisation skills. In my free time, I enjoy surfing and reading. *(do not get too personal)*

 I am looking forward to hearing from you soon and thank you in advance.

 Yours hopefully, Jan Vesel *←(signing off; use 'Yours sincerely' if you started with surname in greeting)*

 Jan Vesel *←(sign your letters twice, once legibly and once as your personal signature)*