

Nom Prénom
Adresse
Code postal / Ville

Nom du destinataire
Adresse
Code postal / Ville

Faite à (Ville), le (Date).

Lettre simple

(Madam, Sir),

Currently (préciser votre situation actuelle), I am writing to apply for the position of (préciser le nom du poste visé). Dynamic, rigorous, independent and endowed with a creative spirit (adapter selon les qualités attendues pour le poste et/ou selon la personnalité), I think I have the required profile for this position.

I have extensive experience working in (préciser le secteur d'activité), in several companies. In (indiquer les dates d'une expérience dans ce secteur), for example, I collaborated with (ajouter des détails sur la collaboration) to (indiquer les missions ou les fonctions occupées).

I would relish the opportunity to apply the skills and the experience I have gained during my career to date in the role of (indiquer la fonction visée). I am particularly interested in working for (nom de l'entreprise). Indeed, your company present (lister les qualités/points forts/valeurs de l'entreprise), and I am sure I can put my skills at the service of your teams.

You can contact me if you want, and I am at your disposal to answer your questions of for an interview. You will find my CV enclosed for more information about my professional career.

I am looking forward to hearing from you.

Yours faithfully,

Signature