

# Adeline Bossedur

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076.663.56.99

Monsieur Exigeant  
Associate Director  
Agence « à l'Ouest »  
3001 Bern  
Switzerland

**Renens, 5 March 2021**

**Subject:** Application for position "*job name + percentage FTE*"

Dear Monsieur Exigeant,

Your job offer caught my attention and for this reason I wish to submit my application. I am based locally and as such well aware of your company's positive reputation. I see it as an immense opportunity to work for you.

Having graduated and having been employed in our shared field for 4 years now, I'm eager to stretch my professional horizons further with a new challenge. In these 4 years I learned the trade's basics which I have now mastered and understand perfectly well how to meet the requirements of customers and partners. My open and dynamic sense of character gives me the ease to build excellent relationships with my colleagues, all the while I am also capable of working independently.

I am very confident with the use of standard office tools, and I speak and write fluently in English as well as Swiss-German. My strongest qualities are determination, precision for detail and professionalism.

Should you give me a chance, I'm sure I can contribute to taking your agency to the top of its game, in addition to persuade and retain new customers. I guarantee that I will fully invest myself in this position by offering my creativity and know-how, together with the positive attitude that defines my personality.

I hope this letter was able to grab your attention and I look forward to speaking with you.

Best regards,

Adeline Bossedur