

[Your Name]
[Your Address]
[City, Postal Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company Name]
[Company Address]
[City, Postal Code]

Dear [Employer's Name],

[Opening Paragraph: Begin with a strong hook that showcases your enthusiasm and the specific position you're applying for. Mention how you heard about the job opportunity.]

[Body Paragraph 1: Highlight your relevant experience and skills. Use specific examples that relate to the job description and demonstrate your ability to contribute to the company.]

[Body Paragraph 2: Discuss your knowledge of the Swiss market and any relevant cultural insights that would benefit the company. Include your understanding of the role and its impact on the organization.]

[Closing Paragraph: Express your eagerness to discuss your application further and how your background aligns with the company's goals. Thank the employer for considering your application.]

Sincerely,
[Your Name]