

Sollicitatiebrief Voorbeeld:

Mark de Vries  
Hof 28  
4834 AZ Breda  
The Netherlands

5 April 2013

Mrs Michelle Johnson  
Perfect Shoes  
Centre Road 75b  
Nottingham  
UNITED KINGDOM  
NG16 4AD

Subject: *application*

Dear Mrs Johnson

I am writing to apply for the position of shop assistant that was advertised in The Times on 24 June last. My name is Mark de Vries and I am studying administration at a vocational college in The Netherlands.

I am a Dutch student and I have studied administration for two years. I am looking for a summer job in Nottingham as I will be staying with family in Nottingham all summer.

I think I would be the right person to fill your vacancy, as I am available all summer for four days a week and I think I would really enjoy the work. I already have some experience in the administration business. Last year I did an internship as an administrative assistant at a community college. In addition, I work at my uncle's company every summer. Enclosed you will find my resumé.

Colleagues describe me as a real team player and that I know my responsibilities. I am very good with clients and I am always on time. Also, I have experience with working abroad.

I am looking forward to hearing from you. You can contact me via [markdevries@hotmail.com](mailto:markdevries@hotmail.com) or on my postal address.

Yours sincerely

Mark de Vries

Encl. resumé