

You want to apply for a job in English and need helpful tips and information on how to professionally format and compose a cover letter and CV? You will find relevant information about English job applications, for example the difference between a British and American cover letter in our online guide, and all for free!

And if you want to be sure that your text is perfect you can have it translated by one of our qualified tolingo translators!

Please note: we can currently support documents in Word, OpenOffice, PDF and PowerPoint formats. Unfortunately we can't offer authorised translations.

Sample CVs and cover letters

These free samples show you the basic structure of a CV and cover letter for British or American applications. Every CV/cover letter is slightly different but these patterns will show you the basic requirements of a CV or cover letter for British and American applications.

- [Sample Application - USA \(cover letter\)](#)
- [Sample application - GB \(cover letter\)](#)
- [Sample CV - USA & GB](#)

Application tips Germany

Moreover tolingo provides useful information for an [application in Germany](#).

tolingo wishes you good luck with your application!