

### **How to send your application:**

These days, applications are usually sent via e-mail or directly via an online application platform. If you would like to send your application by post or deliver it personally to the company, please note the following points:

- Clean file: the application file must be clean and appealing and should not have any stains or creased pages.
- Paper: Print your application documents on slightly thicker paper, for example, 100 g/m<sup>2</sup> (standard copy paper = 80 g/m<sup>2</sup>).
- Application folder: Special application folders are available where stationery products are sold. Do not use a clear plastic folder.
- Envelope: Use a C4-sized envelope and do not fold the application documents.
- For postal mail: Put enough postage on the envelope.

When applying in an unsolicited way to smaller companies, we recommend delivering the application file in person.