

Artur Podsiadły

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[COMPANY NAME]
[COMPANY ADDRESS]
STREET
CITY, POSTAL CODE
COUNTRY

September 20, 2025

[Dear Hiring Manager / Dear Mr./Ms. [NAME]]


I am writing to express my strong interest in the [POSITION TITLE] position at [COMPANY NAME], which I discovered through [Where you found the position - website, LinkedIn, etc.]. With my background in [YOUR FIELD], I am excited about the opportunity to contribute to your team.

[PARAGRAPH 2: Highlight your most relevant qualifications and achievements that match the job requirements. Be specific about your skills and experience.]

[PARAGRAPH 3: Show knowledge of the company and explain why you want to work there specifically. Mention how you can contribute to their goals.]

[PARAGRAPH 4: Closing paragraph expressing enthusiasm and next steps. Mention that you've attached your resume.]

Sincerely,



Artur Podsiadły