


August 23, 2023

## To

<Company Name>

Attn:  
<Name of Recipient>


  
<Street>  
<Postal Code & City>


  
<Email Address>

## From

Olivia Owl

  
The Nest 1  
12345 Oak Woods  
The Forest

  
+49 (0) 123 45678

  
olivia@owl.com

## Application for <position>

Dear <XYZ>,

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec a diam lectus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec a diam lectus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec a diam lectus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec a diam lectus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec a diam lectus.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec a diam lectus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec a diam lectus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec a diam lectus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec a diam lectus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec a diam lectus.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec a diam lectus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec a diam lectus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec a diam lectus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec a diam lectus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec a diam lectus.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec a diam lectus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec a diam lectus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec a diam lectus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec a diam lectus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec a diam lectus.

Best Regards,



Olivia Owl



OLIVIA OWL

The Nest 1  
12345 Oak Woods  
The Forest

+49 (0) 123 45678

olivia@owl.com

Olivia's LinkedIn

Olivia's Xing

Olivia's Github

#### PERSONAL INFORMATION

Date of Birth 01 April 2022  
Place of Birth Mum's Nest  
Species Eagle Owl

#### AREAS OF SPECIALIZATION

Flying • Mouse Hunting  
Staring Contests • Coffee

#### SELECTED SKILLS

##### FLYING

Gliding  
Landing  
Take-Offs

##### COFFEE TASTING

Espresso  
Latte  
Cappuccino  
Americano

# Olivia Owl

EAGLE OWL | PROFESSIONAL OFFICE BIRD | COFFEE ADDICT

## EXPERIENCE & SKILLS

05/2023 – today

### Chief Owl Officer

THE OWL ASSOCIATION • The Big Tree  
Managing the flock of owls. Still drinking too much coffee.

Hiring other owls Firing other owls Budget



03/2023 – 04/2023

### Expert Office Owl

THE OWL ASSOCIATION • The Big Tree  
Drinking too much coffee and staring at other birds at the office

Drinking Coffee Flying Staring



01/2023 – 02/2023

### Office Owl

THE OWL ASSOCIATION • The Big Tree  
Brewing coffee for the expert office owls

Brewing Coffee and flying it to their desks Flying



## EDUCATION

09/2022 – 10/2022

### Flying • Master of Flying (M.FL.)

FINAL GRADE: 1.0 • University of Birds  
Specialization: Take-Offs  
Thesis: How to not fall from trees



07/2022 – 08/2022

### Flying • Bachelor of Flying (B.FL.)

FINAL GRADE: 1.0 • University of Birds  
Specialization: Landings  
Thesis: How to not crash



## OLIVIA'S OWL FRIENDS

Owen

### Nerd Owl

A GEEK • Attending the  
University of Birds



Oscar

### Chef Owl

ALWAYS HUNGRY • Work-  
ing at the Grill



Osiris

### Party Owl

LIKES CAKE • Runs a bak-  
ery



## EGG LAYING SKILLS

Laying Eggs



Brooding



Caring for Chicks



# Olivia Owl

EAGLE OWL | PROFESSIONAL OFFICE BIRD | COFFEE ADDICT

## LANGUAGES

Owlsh  
Birdish

Mother Tongue

C2  
C1

## AWARDS



Owl of the Month

## ORGANIZATIONS



The Owl Association

## HOBBIES



Coffee



Books



Flying



Trees

## CONTACT INFORMATION



## CERTIFICATIONS & COURSES

08/2023

### Professional Mouse Hunting: Finding Food

THE BIRD ASSOCIATION · Certification: Pro Mouse Hunter

Hunting

Distinguishing mice and rats

Click on the icon to the right to verify the certificate and badge.



07/2023

### Navigating The Skies

THE BIRD ASSOCIATION · Certification: Pro Owl Pilot

Flying

Navigation

Click on the icon to the right to verify the certificate and badge.



07/2023

### Building Nests & Egg Laying

THE BIRD ASSOCIATION

Nesting

Egg Laying



# Olivia Owl

EAGLE OWL | PROFESSIONAL OFFICE BIRD | COFFEE ADDICT

OLIVIA'S FAVORITE PICTURE





# Olivia Owl

EAGLE OWL | PROFESSIONAL OFFICE BIRD | COFFEE ADDICT

## ANOTHER PORTRAIT OF OLIVIA

