

sendername  
senderstreet  
senderpostal, sendercity  
sendercountry  
senderemail  
senderphone

December 12, 2020

companynameperson  
companyname  
companydepartment  
companystreet  
companypostal, companycity  
companyemail

**Subject: Application for the position of jobopening at companyname**

Dear companynameperson,

First paragraph ...

Second paragraph ...

Third paragraph ...

Thank you for your time and consideration.

I look forward to your reply.

Yours Faithfully,

sendername

encl: Resume